

REQUEST FOR QUOTATION

Society for Climate Resilient Agriculture in Nagaland, SoCRAN

**On Behalf of:
The Government of Nagaland [India]**

**Funded by
International Fund for Agricultural Development (IFAD)**

**for
Supply of planting material for Orchards crops for
FOCUS-NAGALAND.**

**National Shopping Method
[IFAD Loan No.2000002173]**

Ref No: APC-FOCUS/HORT/32/2020

Issue date: 25-07-2023

Foreword

This bidding document has been prepared by **Society for Climate Resilient for Agriculture in Nagaland (SoCRAN)** and is based on the 1st edition of the IFAD-issued standard procurement document governing requests for quotations - goods, available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of goods using shopping as procurement method in projects that are financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

REQUEST FOR SEALED QUOTATIONS

Reference Number: APC-FOCUS/HORT/32/2020

25/07/2023

Supply of planting materials for Orchards crops under FOCUS-NAGALAND.

Addressed to:

[Insert name and contact information of Supplier]

1. The Government of India/Nagaland has received a loan from the International Fund for Agriculture Development (IFAD) towards the cost of Fostering Climate Resilient Upland Farming Systems in the North East -Nagaland (FOCUS) and intends to apply the proceeds of this Loan to eligible payments under the contract for which this Request for Quotations (RFQ) is issued. The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Fostering Climate Resilient Upland Farming Systems in the North East -Nagaland (FOCUS).
2. This procurement is based on the national/international shopping method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.
3. The bidder shall not have any actual, potential or reasonably perceived conflict of interest. A bidder with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A bidder, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the evaluation process and the execution of the contract, b) participates in more than one quotation under this procurement action, c) has a business or family relationship with a member of the purchaser's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this request for quotation, (ii) the selection process for this procurement, or (iii) execution of the contract. A bidder and the supplier have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during the preparation of the quotation, the evaluation process or the contract execution. Failure to properly disclose any of said situations in a promptly manner may lead to appropriate actions, including the disqualification of the bidder, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations¹.

¹ The policy is accessible at: www.ifad.org/anticorruption_policy.

4. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") while competing for, or in executing, the contract.
 - a. If determined that a bidder or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter's personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices as defined in IFAD's Anticorruption Policy or in sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse² in competing for, or in executing, the contract, the quotation may be rejected or the contract may be terminated by the purchaser.
 - b. In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the international financial institution's signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
 - c. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and the latter's personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Bidders have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Bidders must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the quotation or termination of the contract.
 - e. Bidders shall keep all records and documents, including electronic records, relating to this bidding process available for a minimum of three (3) years after notification of completion of the process or, in case the bidder is awarded the Contract, execution of the contract.

² The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

5. The Fund requires that all beneficiaries of IFAD Funding or funds administered by IFAD, including the purchaser, any bidders, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.³

6. SoCRAN invites you to submit your sealed price quotation in a pro forma invoice format for the supply of the items listed in **Annex I** of this RFQ.

7. Your quotation, complaint and suggestion should be addressed to:

State Project Director (SPD)

Fostering Climate Resilient Upland Farming Systems in the North East -Nagaland (FOCUS) APC
Office, Ground Floor
Nagaland Civil Secretariat
City: Kohima-797 001
E-mail : spdfocus@gmail.com
Attention: State Project Director (SPD)

8. The sealed quotation should be accompanied by: (ELIGIBILITY AND QUALIFICATION CRITERIA)

You are requested to submit copies of the following documents as evidence of your eligibility.

- a. A copy of your business registration; If the entity is Limited Liability Partnership, please attach partnership deed copy.
- b. PAN Card copy.
- c. completed bid form, price and delivery schedule;
- d. Copy of **valid Trade license** issued by competent authority in the State.
- e. Annual average turnover related to supply of planting materials of Rs. 50 lakhs. Attach audited financial statements of last 3 years.
- f. Self-declaration that the supplier business activities are not suspended or debarred from public procurement by the State Government of Nagaland or Government of India
- g. The bidder must have successfully executed contracts for supply of planting materials for value not less than Rs. 50 lakhs in at least two of the last three financial years i.e., 2019-20, 2020-21 and 2021-22 in not more than 3 contracts/Purchase Orders.
- h. The bidders will submit list of contracts for successfully executed indicating contract details and value to establish the same in this prescribed format only with self-attested copy of supply/purchase order.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Year	Contract reference including date of contract/purchase order	Purchaser name and address	Quantity of crop supplied in no's	Value of contract executed in Rs.	Date of contract completion	Purchaser contact details

9. The deadline for receipt of your sealed quotation is *09/08/2023 at 14.00 hours* and the quotations shall be opened on **09/08/2023 at 14:30-hours at PMU Office, Secretariat, Kohima.**
10. The rates quoted shall be in Indian Rupee and must be expressed in figures and in words as well. The cost quoted per planting materials should be inclusive of planting material, packing, other incidental charges and F.O.R destination to District Headquarters as planting material requirement (schedule of requirement in Annexure I).

The supplier shall note that the rates quoted per planting materials are inclusive of cost of planting materials packing, handling, insurance and transportation to the District Headquarter or other places as requested by the purchaser inclusive of taxes if any and all incidental charges (Unloading Charges etc.).

If artificially low rates are quoted, the State Project Director, FOCUS reserves the right to cross-verify them and ignore them from consideration in order to prevent unethical trade practices. The tendered planting materials will be selected based on the lowest rates quoted by the firms.

11. The quotation to be **submitted** in English language only. You are requested to quote the planting material for **8 (Eight) + Tseminyu, districts as per schedule of requirement attached with this RFQ as Annexure I. Place of Delivery Point (DP) to District Head quarter as mentioned in the planting materials requirements.**

Sl. No.	Planting material Variety		Unit/ pack size	Districts Headquarter	Quoted quantity as per sapling	Price quoted in Rs per nos, inclusive of all charges	Total Price
			nos				

12. Sealed Quotations should be submitted by hand or post on or before the deadline stated above (sl.no.9). Any quotation received after the deadline will be summarily rejected as late bid/quotation.
13. The bidder must quote for full quantity and the variety. Different variety/alternative variety shall not be considered. Evaluation and selection of supplier shall be for each variety for all districts. Based on price quoted, lowest evaluated quotation shall be considered.

14. Evaluation. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest priced bid/quoted and is substantially responsive to the request for quotation, provided further that the Bidder/Supplier is determined to be qualified to perform the contract satisfactorily.

The purchaser's evaluation of a quotation will take into account, meeting the minimum technical and qualification requirements, and the price quoted for 8 (Eight) + Tseminyu, District Headquarter.

The Purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors;

- (a) **Delivery schedule.** The items are required to be delivered within the time as specified in the Delivery Schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.
- (b) **Deviation in payment schedule.** Bidders shall state their quoted price for the payment schedule in the payment terms below. Bidders requesting payment terms other than those stipulated below shall have their bids treated as non-responsive.

15. Prices. Prices shall be quoted in Indian Rupees (INR) only.

16. Payment. Payment will be made within 25 days from date of submission of an acceptable invoice and other documents or claim by the Supplier, after delivery and acceptance of goods. The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice, delivery challan describing, as appropriate, the Goods delivered and upon fulfilment of other obligations stipulated in the Contract.

17. Delivery. Prices should be quoted for delivery points/destinations to the District Headquarter or other places as requested by the State Project Director (SPD). The rates for each planting material should be quoted independently. The tenderer shall note that the rates quoted planting material are inclusive of cost of the planting materials, packing and destination to the District Headquarter or other places as requested by the State Project Director (SPD) inclusive of taxes if any and all incidental charges (Unloading Charges etc.,) for the period of contract.

18. Delivery Schedule. All items should be delivered within 30 days after signature of contract. Bidders must state exact delivery time in the quotation and to be delivered at the District Headquarter or other places as requested by the SPD/DPM.

19. NO UPWARD REVISION OF RATES WILL BE ACCEPTED /CONSIDERED DURING THE PERIOD OF THIS CONTRACT.

During the period of execution of this contract, if there is any reduction in the price, under any statutory provision or by Government order, the same reduction in prices shall be made applicable from the date of implementation of the order. The contractor shall forthwith notify such reduction to the State Project Director, FOCUS, failing which the contract is liable for cancellation and no further correspondence will be entertained in this regard.

Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc., will not be considered under any circumstances and the

quotations of those who have given such conditions shall be treated incomplete and for that reason shall be summarily rejected and any failure in supplying the contracted item will be taken as a willful refusal to supply the firm will be liable to be black listed for a period of three years by the purchaser.

No company / Firm which has been blacklisted either by Agriculture Department, Government of Nagaland or by any State Government or Central Government / Organizations shall participate in the Tender during the period of Blacklisting. If any such firm participates and came to know at a later stage, and if any firm is Black listed at a later date either by the Government of Nagaland or any other State / Central Government will not only be debarred / Black listed permanently and their security deposit /EMD whichever is available with the Department will be forfeited and any business / transactions will be stopped with their firms forthwith.

20. Supply Conditions

- a. The Planting material are to be supplied in a poly bags.
- b. The SPD are entitled to reject the planting materials if it is not of the stipulated quality, weight, packing or delivered without Invoice in triplicate.
- c. The Indented planting materials should be delivered by the supplier at District Headquarter or at any other place as requested by the SPD, within time stipulated in the contract.
- d. If any planting materials supplied by the tenderer is partially or wholly used or consumed after supply and is subsequently found to be not as per specifications, inferior in quality or description or are otherwise faulty, then the cost of such planting materials will be recovered from the supplier, if the payment had already been made, in addition to penalty for the entire consignment.

21. Other terms and conditions

The State Project Director, FOCUS Nagaland does not bind herself/himself to accept the lowest tender and reserves the right to reject any one or all tenders or accept any one or more tenders at the same time without assigning any reason thereof.

In case only one tender is received the discretion of the State Project Director, FOCUS Nagaland to accept or reject the tender is final.

Tenders with extra condition of any of the tenderer will be summarily rejected.

Keeping the volume of planting material required for field use, the State Project Director, FOCUS Nagaland is at liberty to approve more than one firm for a particular variety.

Any queries should be addressed to State Project Director in respect of planting materials of the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

22. Award of contract

The Purchaser will award the contract to the supplier whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated price for planting materials variety for a district.

The supplier whose quotation is accepted will be notified of the award of contract/signed a contract agreement by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order. **Replacement.** Any damage of planting materials during the transportation shall be replaced by the supplier after the verification.

23. Origin. Please state country of origin of the goods.

24. Variety. The variety of the planting materials should be, as per the RFQ.

25. Validity. Your quotation should be valid for a period of 60 days from the date of your quotation.

26. Purchase Order. The purchase order shall be issued by the Society for Climate Resilient Agriculture in Nagaland, SoCRAN before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser/procuring entity reserves the right to increase or decrease the requested quantities under this RFQ. The maximum increase allowed to be done to the quotation prior to purchase order signature is +15% and the maximum decrease is -15%.

We look forward to receiving your quotations and thank you for your interest in this project.

This has the approval of competent authority.

Yours sincerely,



Dy. State Project Director

Project Management Unit (PMU)

SoCRAN (APC/FOCUS- IFAD CELL)

Civil Secretariat,

Kohima- 797 001 (Nagaland).

Schedule of Requirement List

(Annexure I)

District wise planting materials requirements and household target for "Supply of planting materials for orchard crops" under component 1.2.1b.7

SL. No.	Name of crop & Variety	Kohima + Tseminyu		Phek		Wokha		Mokokchung		Zunheboto		Longleng		Kiphire		Mon		Total	
		HH	Nos.	HH	Nos.	HH	Nos.	HH	Nos.	HH	Nos.	HH	Nos.	HH	Nos.	HH	Nos.	HH	Nos.
1	Khasi Mandarin					12	1,300	40	5,000	208	19,000			80	7,000	70	7,500	410	39,800
2	Litchi (planting materialless)	90	4,500			4	300							80	4,000	75	4,700	249	13,500
3	Areca nut (Assam Tall)	90	13,500			147	21,000					160	22,300			80	12,000	477	68,800
4	Persimmon (Fuyu, Hachiya)			80	2,400					143	5,540			60	2,400			283	10,350
5	Lime/Lemon					42	5,300	80	9,100	123	10,800					75	9,000	320	34,200
6	Kiwi-Grafted (Hayward, Bruno)			60	3,000													60	3,000
7	Banana (Tissue Cultured)									227	22,500							227	22,500
8	Papaya (Local)									37	3,000							37	3,000
Total		180	18,000	140	5,400	205	27,900	120	14,100	738	60,840	160	22,300	220	13,400	300	33,200	2,063	1,95,150

Note: - The planting materials should be healthy, free from pest and disease infections. All precaution and care to be taken during transportation & handling of the planting materials.

These items will be delivered at the following locations below:

Sl. No.	District Management Unit, FOCUS, Name of District
1	Kohima + Tseminyu District Address: Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Kohima: 797001 Contact No. 8414875651 Email ID: focuskohima@gmail.com
2	Phek Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Phek: 797108 Contact No. 8731801785 Email ID: focusphek@gmail.com
3	Wokha Address: Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Wokha: 797111 Contact No. 9615629291/ 6009127779 Email ID: focuswokha@gmail.com
4	Kiphire Address: Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Kiphire: 798611 Contact No. 9862125368/ 8787794264 Email ID: focuskiphire@gmail.com

5	Zunheboto Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Zunheboto: 798620 Contact No. 9856517070 Email ID: focuszunheboto@gmail.com
6	Mokokchung Address: Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Mokokchung: 798601 Contact No. 7085377389/ 8787893871 Email ID: focusmokokchung11@gmail.com
7	Longleng Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Longleng: 798625 Contact No. 9436075728 Email ID: focuslongleng@gmail.com, longlengfocus19@gmail.com
8	Mon Office of the District Agricultural Office and District Project Manager Under FOCUS-Nagaland Mon: 798621 Contact No. 7629997922 Email ID: focusmon18@gmail.com

ANNEXURE- II**Statement of Requirements**

List of Goods and Price Schedule
(In letterhead of the supplier with full address)

No _____
Date: _____

To,

MD/The State Project Director,
SoCRAN, Government of Nagaland
APC/ FOCUS-IFAD Cell
Nagaland Civil Secretariat,
Kohima-797 001

Subject: Supply of planting materials for orchard crops”

Procurement Reference: *APC-FOCUS/HORT/32/2020*,

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: 60 days.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: 30 days from date of Purchase Order.

Replacement. Any Damage of planting materials during the transportation shall be replaced by the supplier after the verification.

CURRENCY OF QUOTATION: Indian Rupees (INR) only

Sl. No.	Planting material Variety	Unit/ pack size	Districts Headquarter	Quoted quantity as per sapling	Price quoted in Rs per nos. inclusive of all charges	Total Price
		nos				

Prices quoted are: Delivery Point as per Annexure- I.

Quotation authorised by:

Signature: _____
Position: _____

Name: _____
Date: _____

(dd/mm/yy)

Authorized for and on behalf of:

Company: _____

SoCRAN: Supply of planting materials for Orchards crops under FOCUS-NAGALAND, Ref No: *APC-FOCUS/HORT/32/2020*, dated 25/07/2023.