



Society for Climate Resilient Agriculture in Nagaland (SoCRAN)

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

Request for Quotations - Goods

for

**Printing of Translated Technical Materials under FOCUS-
NAGALAND Project**

**National Shopping Method
[Loan No: 2000002173]
Ref No: APC/FOCUS/P&T/43/2020-21**

Issue date: 24-11-2023



Foreword

This bidding document has been prepared by **Society for Climate Resilient 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 QUOTATIONS
Reference Number: *APC/FOCUS/P&T/43/2020-21*

[24-11-2023]

Printing of Translated Technical Materials under FOCUS-NAGALAND Project

Addressed to:

[Insert name and contact information of bidder/supplier].

1. The Government of India/Nagaland has received a financing from the International Fund for Agricultural Development (IFAD) towards the cost of Fostering Climate Resilient Upland Farming Systems in the North East -Nagaland (FOCUS) and intends to apply part of this financing to the purchase for which this request for quotations (RFQ) is issued.

2. 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).

3. 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.

4. 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.

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5. 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 institutions 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>.

6. 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

7. **Society for Climate Resilient Agriculture in Nagaland (SoCRAN)** invites you to submit your price quotation in a pro forma invoice format for the supply of the items listed in **Annexure - I** of this RFQ.

8. Your quotation in the required format 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-797 004
E-mail: spdfocus@gmail.com

Attention: State Project Director (SPD)

The quotation to be submitted in English language and as per schedule of requirement attached with this RFQ as annexure – I.

9. The seal 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. GST Registration copy.
- b. PAN Card copy.
- c. completed quotation form, price and delivery schedule;
- d. Copy of **valid trade license** issued by competent authority in the State.
- e. 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.

10. The deadline for receipt of your quotation is *08/12/2023 at 14.00 hours* and the quotations shall be publicly opened on *08/12/2023 at 14:30-hours at PMU Office, Secretariat, Kohima.*

11. The rates quoted shall be in Indian Rupee and must be expressed in figures and in words as well. The price quoted should be inclusive of GST & other as applicable provided in schedule of requirement.

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

If artificially low/High 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 seeds will be selected based on the lowest rates quoted by the firms.

12. Quotations should be submitted in physical form or by email attachment (in pdf format), by the deadline and to the address stated above (Sl. No. 10). Any quotation received after the deadline will be summarily rejected as late bid/quotation.
13. Suppliers are advised to quote full quantity as in the RFQ. Evaluation would be done for as per the quoted price. Based on price quoted, the Quotations would be evaluated and compared for the item.
14. **Evaluation.** The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which
 - a) are properly signed and meet the illegibility criteria; and
 - b) Conform to the technical specification specifications or higher.

The Quotations would be evaluated for as per specification of RFQ. GST in connection with sale of goods shall not be taken into account in evaluation.

Best Evaluated Bid: The best evaluated quotation shall be the lowest priced quotation, which is eligible and technically compliant.

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest priced bid and is substantially responsive to the RFQ. The items are required to be delivered within the time as specified in purchase order. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.

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. Quotations shall be evaluated on the basis of this base price. Bidders requesting payment terms other than those stipulated in clause 10 below shall have their quotations treated as non-responsive.

15. **Prices.** Prices shall be 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 chalan describing, as appropriate, the Goods delivered and upon fulfilment of other obligations stipulated in the Contract.

17. **Delivery.** Supply and delivery will be at PMU Office, APC Cell, Ground Floor Nagaland Civil Secretariat, City: Kohima-797 004, will be checked and verified by the representatives/s of FOCUS-Nagaland before delivery. All items should be delivered within 20 days after supply/purchase order. Bidders must state exact delivery time in the quotation and to be delivered at the PMU or other places as requested by the State Project Director (SPD).

18. **Warranty.** Items offered should be covered by at least 12 months or more warranty from the date of delivery to the Purchaser/Procuring Entity. Any printing defects during the Warranty period shall be replaced within 5 working days.

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. **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.

Any and all system Services should be performed and provided at office premises.

The tenderer shall submit an undertaking that the firm will supply the indented quantities of approved varieties in their favour under any circumstances as per terms and conditions to the project during the contract period.

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Any queries should be addressed to Mission Director/ State Project Director 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.

21. 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.

Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the process and reject all quotations at any time prior to the award of contract.

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.

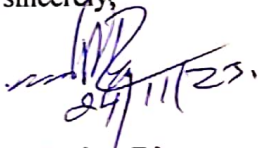
22. Origin. Please state country of origin of the goods.

23. Brand. *[Please state brand, make and model of goods quoted for].*

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

25. 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. The purchase order terms and conditions are attached in Annexure-II. 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%.

Yours sincerely,



Dy. State Project Director – 1
Project Management Unit (PMU)
SoCRAN (APC/FOCUS- IFAD CELL)
Civil Secretariat, Kohima- 797 004 (Nagaland)

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Schedule of Requirements

The reference number of the (RFQ) is: *APC/FOCUS/P&T/43/2020-21*

The Purchaser is: **The Society for Climate Resilient Agriculture in Nagaland (SoCRAN).**

The name of the RFQ is for: **Printing of Translated technical materials under FOCUS-NAGALAND Project.**

Schedule of Requirements

9 Dialects (Angami, Ao, Lotha, Chokri, Khezha, Sangtam, Konyak, Pochury & Phom)														
Sl. No.	Particulars	Specifications	No. of Dialects	No. of Copies									No. of Pages	Total Units (Nos.)
				Angami	Khezha	Ao	Lotha	Chokri	Sangtam	Konyak	Pochury	Phom		
1	Horticulture													
1.1	Strategies for Organic Horticulture	Booklet (Paper type: 130 GSM, Size: 14.5 x 21 cm, Colour printing)	9	210	45	180	300	170	225	280	60	95	10	1565
1.2	Nursery Establishment Management		9	210	45	180	300	170	225	280	60	95	5	1565
1.3	Nursery Layout		9	210	45	180	300	170	225	280	60	95	2	1565
1.4	Root Trainer Pots and other biodegradable materials		9	210	45	180	300	170	225	280	60	95	1	1565
1.5	Types of Nursery bed		9	210	45	180	300	170	225	280	60	95	2	1565

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1.6	Vegetative Propagation		9	210	45	180	300	170	225	280	60	95	3	1565
1.7	Biofertilizers and their uses		9	210	45	180	300	170	225	280	60	95	4	1565
1.8	Biological Pest Control Measures		9	210	45	180	300	170	225	280	60	95	2	1565
1.9	Post Harvest Management		9	210	45	180	300	170	225	280	60	95	2	1565
2	Agronomy													
2.1	Crop Combination in Jhum	Booklet (Paper type: 130 GSM, Size: 14.5 x 21 cm, Colour printing)	9	210	45	180	300	170	225	280	60	95	2	1565
2.2	Strategies for better jhum		9	210	45	180	300	170	225	280	60	95	2	1565
2.3	Nutrient Management in jhum		9	210	45	180	300	170	225	280	60	95	2	1565
2.4	Seedling root dip technique		9	210	45	180	300	170	225	280	60	95	2	1565
2.5	Enriched compost technology		9	210	45	180	300	170	225	280	60	95	2	1565
2.7	Soil Testing		9	210	45	180	300	170	225	280	60	95	3	1565
2.1	Food Forest in Jhum		9	210	45	180	300	170	225	280	60	95	3	1565
2.1	Seed Preservation		9	210	45	180	300	170	225	280	60	95	2	1565
2.1	Storage Pest Management		9	210	45	180	300	170	225	280	60	95	3	1565

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2.2	Weed Management in Jhum		9	210	45	180	300	170	225	280	60	95	3	1565
3	Animal Husbandry													
3.1	Tapioca Cultivation	Booklet (Paper type: 130 GSM, Size: 14.5 x 21 cm, Colour printing)	9	210	45	180	300	170	225	280	60	95	2	1565
3.2	Sweet Potato Cultivation		9	210	45	180	300	170	225	280	60	95	2	1565
3.3	Azolla Cultivation		9	210	45	180	300	170	225	280	60	95	2	1565
3.4	Household Hay making		9	210	45	180	300	170	225	280	60	95	2	1565
	Total												63	35,995

1 Dialect (Sumi)

Sl. No.	Particulars	Specification s	No. of Dialect s	Total No. of Copie s	No. of Page s	Total Units (Nos.)
1	Sloping Agricultural Land Technology (SALT) & Soil and water conservation (SWC)					
1.1	Concept and Principles of SALT	Booklet (Paper type: 130 GSM, Size: 14.5 x 21 cm, Colour printing)	1	455	1	455
1.2	SALT Model-1- Contour bunding with nitrogen fixing plants		1	455	6	455
1.3	SALT Model-2- Incorporation of Agro-Livestock in the farm		1	455	5	455
1.4	SALT Model-3- Incorporation of Forestry in Jhum Fallow		1	455	3	455
1.5	SALT 4: Incorporation of orchards in Jhum fallow		1	455	5	455

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2	Animal Husbandry					
2.1	Low-cost scientific Pig housing		1	455	2	455
2.2	Animal Vaccines- Transport, Storage & Handling		1	455	1	455
2.3	Restraining & Transportation of Pigs		1	455	3	455
2.5	Care and management of pig at different stages of life		1	455	5	455
2.6	Sillage making		1	455	3	455
		Total		4550	34	4550

Items to be delivered at:	Project Management Unit Fostering Climate Resilient Upland Farming Systems in the North East -Nagaland (FOCUS) APC Office, Ground Floor Nagaland Civil Secretariat City: Kohima-797 004 E-mail: spdfocus@gmail.com
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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-797 004

Subject: "Printing of Translated technical materials under FOCUS-NAGALAND Project"

Procurement Reference: *APC/FOCUS/P&T/43/2020-21*

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: 20 days from date of Purchase Order.

The warranty period offered is 12 or more months.

CURRENCY OF QUOTATION: Indian Rupees (INR) only

Item No	Description of Goods	Quantity	Unit Price	(Place of Delivery point DP)	Total Price
Other additional costs, GST etc.					
Subtotal					
Total					

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: _____

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Draft Purchase Order

/.../.....

To:

M/S,
.....
.....

Attn:

Shri

We are pleased to inform you that your rate list letter Ref.No. _____ dated _____ has been accepted. You will be required to supply; the item list is attached in **Annexure – I** for PMU under FOCUS-NAGALAND against the terms contained in this purchase order. This order is placed subject to the attached General Conditions of Contract for Local Purchase Orders, except where modified by the terms stated below.

Specific terms of this purchase order:

- 1) **Contract sum:** The contract price is INR. _____ only.
- 2) **Completion period:** The goods are to be delivered within _____ days from the date of this purchase order as per RFQ.
- 3) **Warranty:** The Minimum warranty/guarantee period is 12 months.
- 4) **Delivery point:** The goods are to be delivered at PMU Office, APC Cell, Ground Floor Nagaland Civil Secretariat, City: Kohima-797 004 and any enquiries and documentation should be addressed to PMU Office, APC Cell, Civil Secretariat, Kohima: 797004

State Project Director (SPD)

Fostering Climate Resilient Upland Farming Systems in North East -Nagaland (FOCUS)

APC Office, Ground Floor

Nagaland Civil Secretariat

City: Kohima-797 004

E-mail : spdfocus@gmail.com

- 5) Payment will be made within 25 days on completion of satisfactory delivery and on submission of an 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 chalan describing, as appropriate, the Goods delivered and upon fulfilment of other obligations stipulated in the Contract.

The following documentation must be supplied for payments to be made:

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- a) An original and two copies of the invoice;
- b) A delivery notes evidencing acceptance of the goods;

6) **Incidental services:** The incidental services shall include

Incidental services" means any service ancillary to the supply of the goods, such as Transportation, insurance, etc. The cost quoted is F.O.R destination PMU office Kohima.

7) The following documents attached as appendices form part of this contract:

- General Conditions of Contract for Purchase Orders
- Supplier's quotation; and
- Self-certification form.

8) **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-1
Project Management Unit (PMU)
SoCRAN (APC/FOCUS- IFAD CELL)
Civil Secretariat, Kohima- 797004 Nagaland