



North East Initiative Development Agency (NEIDA)

| NBCC Building | First Floor | Road Level

Bayavu Colony | Kohima 797001 | Nagaland

REQUEST FOR PROPOSAL (“RFP”)

FOR

Procurement of Mini Truck for

Saramati Beru Area Multipurpose Cooperative Society Ltd. (SPV) Pungro Kiphire: Nagaland

Issue Date: 10 / 04 / 2021

Submission Date: 30 / 04 / 2021

Notice Inviting Tender

North East Initiative Development Agency

NBCC complex, first floor (road level)

Lower Bayavü Hill, Kohima, Nagaland 797001

Date: 10/04/2021

FOR AND ON BEHALF OF NEIDA, THE EXECUTIVE DIRECTOR, INVITED BIDS FROM ELIGIBLE BIDDERS FOR PROVIDING SERVICES FOR PROCURING MINI TRUCKS AND DILIVERYING AT PUNGRO, KIPHERI DISTRICT, NAGALAND

Calendar Events

Sl. No	Name of Work	Estimated Cost	Time schedule
1.	Procurement of Mini Trucks for Saramati Beru Area Multipurpose Cooperative Society Ltd.(SPV) Pungro,Kiphire: Nagaland	Rs. 15,00,000/-	1 Week

Sl. No	Schedule	Due date
1.	Publishing Date	10/04/2021
2.	Written queries to be given by Bidders in the given format	15/04/2021
3.	Pre- Bid Meeting Date (Venue will be online or teleconference)	20/04/2021
4.	Online Bid Submission Date (Mail)	29/04/2021 (05:30 PM)
5.	Hard copy submission (all required documents)	30/04/2021 (05:30 PM)
6.	Bid opening	3/05/2021 (01:30 PM)

Note: The above dates are indicative, the "Client" reserves the right to change the timelines at its discretion.

1. Introduction

- 1.1. North East Initiative Development Agency (NEIDA) with the support from Indian Micro Enterprises Development Foundation aims to develop the packaging and marketing facility of farmers' end products in Nagaland by introducing a industry-standard CFC at Phuvkiu Village and building a sustainable ecosystem around it.
- 1.2. Indian Micro Enterprises Development Foundation (IMEDF) is promoting the development of a cluster for Agro Business Cluster at Kiphire district, Nagaland as a Nodal Agency under the SFRUTI scheme of the Ministry of Micro, Small, and Medium (MoMSME) Enterprises. Under this program, IMEDF has appointed NEIDA as the implementing Agency and NABARD Consultancy Service (NABCONS) as the Technical Agency for the assignment. Through this scheme, 500 artisans will be supported through intervention and processes as detailed under the SFRUTI Programme.
- 1.3. The objective is to accelerate growth in smallholder farmers and commercialization of small-scale agriculture and allied activities by generating sustainable incomes from farming as a business.
- 1.4. The Programme is being implemented by North East Initiative Development Agency, a society registered under Societies Registration Act, 1860, as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 (Act No. 1 of 2009) and having its office at NBCC complex, first floor (road level) Lower Bayavü Hill, Kohima, Nagaland 797001.
- 1.5. For carrying out the business activity which includes transportation of raw materials and distribution of the end product to its customer, the SPV required Mini Trucks for carrying out its day-to-day business activities.

2. Request for Proposal for procurement and delivering of Mini trucks at Pungro, Kiphire: District

2.1. Scope of Bid

- 2.1.1. For the purpose of executing the procuring and delivering of Mini Trucks for the SPV at Pungro, the Client proposes to engage a contractor/supplier to undertake the Services as specified in this RFP and invites Proposals from Applicants for the same. The Proposals submitted by the Applicants shall comply with all the requirements as stated in the RFP. Based on the final evaluation, the successful Applicant will be selected and notified (hereinafter referred to as the "Contractor"/"Supplier"). The notification of award by the Client shall be followed by the execution of the Services Agreement (Purchase Order) by Client and acceptance by the Contractor/ Supplier, recording the terms and conditions for carrying out the Services.

3. Procedure for Online Submission of Tender Document

The Tender for the above items is invited on-line. The following procedure will be adopted for the online opening of the price bids.

DEPOSITING THE BIDS:

The bids can also be submitted through on-line mode at rutho@neida.org.in However, certain documents would be required to be submitted physically to our office. Details are as follows:-

Online Submission through mail

STEP-I

a) Technical Bid / Mandatory Documents to be submitted on-line at rutho@neida.org.in

1. Covering letter of the participating firm (scanned copy in PDF format).
2. Certificate for acceptance of terms and conditions of tender inquiry on firms' letterhead.
3. Check list properly filled-in (Annexure-I).
4. Original Equipment Manufacturer (OEM) certificate or authorized dealership/distributorship certificate as applicable.
5. Detailed technical specifications highlighting the features.
6. Clause by clause compliance of specifications as mentioned in the tender.
7. Last 2 years income tax return.
8. Sales turnover of last two years.
9. Firms' Business Registration documents.
10. GST Registration No. of the firm.

STEP-II

Financial Bid to be submitted on-line at rutho@neida.org.in (Annexure-II)

Commercial/Price bid packet (online)

a) Submission of Mandatory Documents at Office address:

STEP–III

Mandatory Document to be submitted by registered post/courier/personally at Office address at NEIDA, KOHIMA

The documents listed above in **STEP-I** (all Ten original documents – sealed and signed on each page) to be submitted (hard copy) in the **Technical Bid Envelope “A” (separate for each item)** at the address given below before the last date as mentioned in the bid as given above.

1. Covering letter of the participating firm (scanned copy in PDF format).
2. Certificate for acceptance of terms and conditions of tender inquiry on firms’ letterhead.
3. Check list properly filled-in (Annexure-I).
4. Original Equipment Manufacturer (OEM) certificate or authorized dealership/distributorship certificate as applicable.
5. Detailed technical specifications highlighting the features.
6. Clause by clause compliance of specifications as mentioned in the tender.
7. Last 2 years income tax return.
8. Sales turnover of last two years.
9. Firms’ Business Registration documents.
10. GST Registration No. of the firm.

Technical/Physical Bids envelope-A of all items separately will be opened before a committee constituted for the purpose. After verification, scrutiny, and due recommendation of the committee, the financial bid of the eligible tenderer who have offered their rates in the price bid shall be opened on-line.

Physical submission of the documents to the following address:

Executive Director
North East Initiative Development Agency (NEIDA),
NBCC complex, first floor (road level) Lower Bayavü Hill,
Kohima, Nagaland 797001
Tel: 0370 2260197 |

General Terms and Conditions:

1. Only the manufactures and their authorized distributors or dealers or channel partners need to submit their tender. The authorized distributors or dealers or channel partners should furnish a certificate from the manufacturer for their dealership.
2. No person or firm shall submit more than one Tender for the same item. No offer should have more than one model quoted; in case of more than one alternate offer, only the first option will be considered.
3. It is mandatory to provide all the relevant information in **Annexure I**.
4. Broad-based specifications of items etc. are given in **Annexure-II**. Tenderer should also take note of the remarks if any, given therein.
 - a. Pre Bid meeting on **20.04.2021, 11:00 am online at NEIDA Office, Kohima**
 - b. Inclusion of changes in technical specifications after pre-bid (if any) on **22.04.2021, 3:00 pm**
 - c. Technical Bids can be **submitted online at rutho@neida.org.in up to 29.04.2021, 5:30 pm**.
 - d. **Mandatory Submission (Envelope A)** containing all original documents as required for technical bid must be submitted in a sealed cover to the **NEIDA, Office Kohima; Nagaland** and have to reach before **30-4-2021 at 5:30 pm**.
 - e. Belated tender due to postal or any other issue will not be considered.
 - f. **Technical Bids (Mandatory Submission (Envelope A))** will be opened on **3.05.2021, 03:30 pm**.
 - g. **Financial Bids** of qualified bidders will be opened online on **3.05.2021, 1:30 pm**.
 - h. If offers for more than one item are clubbed together, the tender will be rejected.
 - i. The client reserves all the right to extend or change the opening due date and the date of opening the tenders.
 - j. All the leaflets in the offer should be marked with the signature and seal of the authorized person.
 - k. The rates should also include any packing and forwarding charges/ loading/unloading/ handling charges/ freight/full risk coverage insurance, etc. In the case of imported goods all the expenses towards custom duty, clearing charges, and transportation with insurance will be borne by the firm/tender and they must quote the rate FOR as mentioned above.
 - l. The tenders must provide a guarantee/warranty of satisfactory functioning of the vehicle for at least three years from the date of purchase.

5. **Payment Terms:** The standard terms and conditions of payment are in full only after the successful installation/ demonstration/others and training to the satisfaction of NEIDA authorities.
6. Please quote a maximum discounted price, as no further negotiations will be made.
7. Any deviation, variation or non-compliance of the terms and conditions by the tenders shall be considered as a breach of contract and the client reserves the right to forfeit the amount of earnest money and/or security deposit in part or in full and take action as per legal arrangement.
8. NEIDA, Kohima reserves the right to accept or reject any or all offers in full or in part without assigning any reason (s) therefore. It also reserves the right to place an order wholly or in part with one or more than one firm as they may be convenient to NEIDA.
9. The tenders shall have to give an undertaking that the terms and conditions as mentioned above in this tender are acceptable to the tenderers (in Annexure I)

Annexure I

Dated: 10-4-2021

ADDITIONAL SUPPLEMENT / CHECK-LIST TO BE PROVIDED WITH TECHNICAL BID

ITEM No. _____ **NAME** _____

S.No.	Information required	Proposed
1.	Make of main item	
2.	Model of main item	
3.	Name of the manufacturer of Main Item	
4.	Country of origin of main item	
5.	Delivery within (days)	
6.	Payment terms	
7.	Order to be placed on	
8.	Rate of GST included in price	
9.	Guarantee/Warrantee period	
10.	Rates Validity period	
11.	FOR: delivery at Pungro	
12.	Rates quoted should be inclusive of Ex-showroom price at Nagaland inclusive of GST applicable, Insurance Charges (for 1 year), and Vehicle Registration & Manimumm one year Tax paid Charges.	
13.	Company Certification (ISO, etc.), if any	
14.	Whether manufacturer / authorized distributor /dealer/ agent (Attach certificate)	
15.	Technical literature in original attached	
16.	Situations of Authorized service center	
17.	GSTIN and PAN supporting document attached	
18.	Any other relevant information	

DECLARATION

The terms and conditions as mentioned in the tender are acceptable to us.

Seal and Signature of Tenderer

Annexure-II

Item and Specifications

Item 01: 4-wheeler vehicle, diesel operated, 2 seater, good carrier (Mini Truck)

S.No.	Specifications	
1.	Number of Mini truck	2
2.	Engine capacity	More than 2000 cc
3.	Emission Norm compliance	BS VI
4.	Fuel type	Diesel
5.	Color of the vehicle	White
6.	Seating capacity	2 or 1 +2
7.	Vehicle type	4x4/ 2 wheel drive
8.	Transmission	Manual (minimum 5 speed)
9.	Steering	Power/manual
10.	Brakes	Power/Air
11.	Engine BHP	Minimum 70 BHP or above
12.	Fuel tank capacity	Minimum 50 or above liters
13.	Body Type	Full body
14.	Vehicle must come with foot mat, seat with cover	
15.	The rates of the vehicle must be inclusive of transportation charges and transient insurance to the destination + GST , registration and tax as applicable	
16.	Warranty: 36 months or more	

Financial Bid Format

Department :	North East Initiative Development Agency					
Tender Number :						
Line Number :						
Cost Opening Date And Time :						
Bid Sheet :						
Name of the Bidder/Firm :						
	Description	UOM	Quantity Required	Rate per	Amount	Amount (In words)
			Sub Total :			
			Grand Total :			

Important Note: The rates quoted should be for a single complete unit with F.O.R. delivery at Pungro, Kiphire: Nagaland only. The rates quoted should be inclusive of Ex-showroom price at Nagaland inclusive of GST applicable, Insurance Charges (for 1 year) and Vehicle Registration & manimum one year Tax paid Charges.