



## **Request for online Quotation – Hiring of Agency for Organizing Out of State Study Tour**

**Country:** India

**Name of Project:** Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project, Pune

**Contract Title:-** Hiring of Agency for Organizing Out of State Study Tour i.e. Indore (M.P.) from 30.10.2023 to 05.11.2023.

**Loan No.:** IBRD Loan No90310

**RFQ Reference No.:** SMART/DIU Dharashiv/VCDS/394 /2023 Date: 09/10/2023

**Issued by:**

**Head, DIU, SMART cum Project Director (ATMA), Dharashiv  
Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project  
Department of Agriculture, Government of Maharashtra  
Above Punjab National Bank, Near Central Building , Ram Nagar, Dharashiv  
Email id - [osmanabad.diu.smart@gmail.com](mailto:osmanabad.diu.smart@gmail.com) , Contact No-02472-295338**

## INVITATION FOR E-QUOTATIONS

### **Hiring of Agency for Organizing Out of State Study Tour i.e. Indore (M.P.)**

1. Department of Agriculture, Government of Maharashtra has received financing from the World Bank towards "Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project" to transform agriculture and livelihoods sector in Maharashtra. The objective of the project is "to support development of inclusive and competitive agriculture value chains focusing on smallholder farmers and agri-entrepreneurs in Maharashtra". This would be achieved by expanding access to new and organized markets for producers and enterprises with complementary investments in provision of technical services and risk management capabilities.
2. **Head, DIU, SMART cum Project Director (ATMA), Dharashiv**, Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project now invites online quotation on <https://mahatenders.gov.in> from eligible bidders for the following items.

Sr. No.	Item / Services Description	Technical Specification	Unit	Qty.
1	Transport	Well-Conditioned A/C Bus (40 Seater) Approximate 2500 KM with Fuel	Per Vehicle	3
		Above 2500 KM	Per Km	1
2	Full Breakfast	Poha / Upma / Idali / Wada / Dosa	Per Plate	840
3	Tea/Coffee	3 Time Tea Per Day	Per Cup	2520
4	Full Lunch & Dinner	2 Time Full Meal (Chapati, Sabji 2, Dal, Rice, Sweet)	Per Plate	1680
5	Drinking Water	Packaged Drinking Water	Per Liter	Approximate 2520 Ltr
6	Boarding Facility at Night	Ac Rooms with attached Toilet-Bathroom and warm water for 6 Holt	Whole Package	720

Note - Above Mention Quantity Increase or Decrease as per situation

### 3. Schedule of RFQ :

Sr No	Details	Date & Time
1	Date & Time for Commencement of Downloading RFQ document.	Date: 11/10/2023
2	Pre-bid meeting	Date: 13/10/2023 Time: 11:00 AM Venue : Project Director (ATMA), Office Above Punjab National Bank, Ram, Nagar, Dharashiv - 413501
3	Last date & time for downloading the RFQ document	Date: 21/10/2023 Time: 18:55 PM
4	Last Date (deadline) & Time for submission of quotations	Date: 21/10/2023 Time: 18:55 PM

6	Date and Time for Opening of Technical Envelope	Date: 23/10/2023 Time: 10:00 AM
7.	Date and Time for Opening of Financial Envelope	It will be published on <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>

#### 4. Tender Fee & EMD :

Sr No	Information	Details
1.	Tender Fee	Nil
2.	Earnest Money Deposit (EMD)	In the form of bid security declaration in the attached format.

#### 5. Bid Price

- The contract shall be for the full quantity as described above.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be excluding GST.
- Rate should be inclusive of supply and Providing all facility.
- Bidder should quote rate for all the items.

#### 6. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

#### 7. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 8. Language of Bid:

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

#### 9. Pre-bid Meeting:

The purchaser will convey a pre-bid meeting for queries, if any, by the prospective bidders. Bidders are requested to attend a Pre-bid meeting for clarification on the Tenders technical specifications and commercial conditions, on the time, date, and place mentioned therein.

#### 10. Amendment in RFQ Document

At any time prior to the deadline for submission of quotation / bids, the Purchaser may amend the RFQ document by issuing addenda on <https://mahatenders.gov.in>

#### 11. Eligibility Criteria:

- The bidder must have successfully executed at least one Government Organization contract for Providing Tourist vehicles, Catering And Boarding Facility during last five financial years.
- Bidder should be registered under Goods and Services tax Act, 2017.

- c) Bidder should be provide All India Permit Vehicle and also submit the proof. Otherwise Bidder is rejected.
- d) Bidder should have achieved in at least one year an annual financial turnover not less than Rs.40.00 Lac in the last five financial years.
- e) The bidder should not be blacklisted / banned by any Government organization / PSUs during last 3 years.

**12. Documents to be submitted along with the quotation:**

The bidder should submit following documents along with the quotation

- a) GST registration certificate
- b) Bid security declaration (in attached format)
- c) Registration Certificate of at least One Tourist Vehicle with National Permit.
- d) Turn over certificate issued by the chartered Accountant / ITR Copy / Balance sheet.
- e) Work Order/ invoice copies / Experience Certificate (with respect to clause 5a).
- f) The declaration that the bidder is not black listed / banned by any government organization/PSUs. (in attached format).

**13. Other Terms & Conditions :**

- a. The agency should have minimum 1 tourist vehicle registered in its name or subcontractors name & model should not be earlier than year 2017.
- b. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil, consumables, necessary spares, maintenance, driver's salary etc.
- c. Should be Supply hygienic food, 24 hrs RO Drinking Water facility & Boarding facility.
- d. All applicable taxes, license, entry fee, comprehensive insurance and any other documents for operating the vehicle commercially should be fully paid and should be available in the vehicles.
- e. Driver to be provided must possess valid driving license having minimum three years' experience. The agency must submit the photocopies of valid license during the use. The Drivers of the vehicle must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- f. The Vehicle should report to the place of requirement as per direction of the office.
- g. The Client will not be responsible for any loss, injury, damage or accident to the vehicle or to any other vehicle.
- h. The agency should have the arrangements for repairing their vehicle in a short time and during the repair time the agency should provide a substitute vehicle and driver immediately.
- i. The telephone facility (24 hours) must be available with the agency. The agency shall pay the Parking, Toll, Permit charges during the travel and the same shall be reimbursed by Client to the agency on raising of the bill.
- j. RTO Permit should be obtained by agency including insurance of trainees insurance related matter should be handled by agency himself.
- k. Applicable tax 2% TDS & 2 % GST would be deducted at source.
- l. A penalty of Rs. 2000/- per day may be levied if any vehicle fails to meet above terms and conditions on any day.
- m. Agency should take signature on duty slip of concern officer. Any advance will not be paid. Agency will be responsible for drivers lodging, boarding and any other expenses, vehicle expenses during travel.
- n. The agency will abide by all applicable statutory requirements as per Minimum Wage Act, Employee's Provident Fund Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and motor vehicle Acts. Etc.

- o. Client will not be responsible or liable in case of any dispute arising between the agency and the drivers employed by the agency and no relationship of Employer and Employee shall come into existence between the Client and the agency or drivers for which all responsibilities shall vest with the agency alone.
- p. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the agency vis-a-vis the client shall be the sole authority to decide the arbitrator in accordance with the Indian Arbitration Act 1940. The agency agrees to execute all documents, which may be required by the client in this regard.

#### **14.Submission of bid:**

- a) The bidder should submit the bid online on e-tendering Portal <https://mahatenders.gov.in>
- b) The bids submitted, shall comprise of the following 2 envelopes:
  - **Envelope 1:** Technical Bid
  - **Envelope 2:** Financial Bid in the form of BOQ
- c) Modification and Withdrawal of Bids – Resubmission of bid by the agencies for any number of times before the final date and time of submission is allowed.

#### **15.Bid Security :**

- 1) Bidder should submit bid security declaration in the attached format. If bidder not submitted bid security declaration, in such case the bid submitted by such bidder shall be rejected.
- 2) The Bid Security
  - a) if a bidder withdraws its bid prior to the expiry date of bid validity specified by the bidder on the letter of bid or any extended date provided by the bidder; or
  - b) During the bid process, if any information submitted found manipulated / hidden /false / mala fide in the bid
  - c) if the successful Bidder fails to
    - (i) Sign the Contract or
    - (ii) Furnish a Performance Security

#### **16.Technical bid: (Envelop 1)**

The bidder has to upload following documents in the technical envelope.

- a) PAN Card Copy.
- b) GST registration certificate
- c) Bid security declaration (in attached format)
- d) Turn over certificate issued by the chartered Accountant/ITR Copy /Balance sheet
- e) Work Orders / Invoice Copies / Execution Certificate (with respect to clause 11a).
- f) The declaration that the bidder is not black listed/banned by any government organization/PSUs. (in attached format).
- g) Vehicle Registration Certificate i.e. RC, Permit, Insurance, PUC.

*(Note: DIU may change above mentioned requirement of documents as per the eligibility criteria).*

#### **17.Financial Bid:**

- a) The bidder shall submit Financial Quote in BoQ format only.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

- d) The Prices shall be excluding GST.
- e) Rate should be inclusive of supply and installation
- f) Each Bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this RFQ.

## **18. Bid opening and Evaluation process**

### **a) Opening of Envelop - A (Technical Bid)**

The 'Technical Envelop' of bids will be publicly opened first online in the presence of the bidders' designated representatives and anyone who chooses to attend at the address on the date and time specified in the tender notice. In the event of the date specified for bid opening being declared as a closed holiday for the purchaser's office, the due date for opening of bids will be the following working day at the same time and venue.

### **b) Evaluation of Technical Bid**

The evaluation of the technical bids will be carried out as per the eligibility criteria mentioned in the clause 7 & clause 9. The bidders fulfilling minimum eligibility criteria are declared technically qualified and eligible opening of the financial proposal.

### **c) Opening of Envelop - 2 (Financial Bid)**

This envelope of technically qualified bidders shall be opened as per tendering procedure. The date and time of opening of financial bids will be published on <https://mahatenders.gov.in>

## **19. Evaluation of Quotations**

The SMART Project will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all items together. GST cost shall not be considered in evaluation.

**20.** The procurement process is carried out as per the World Bank's "Procurement Regulations for IPF Borrowers", July 2016 Revised November 2017, July 2018, and November 2020. No special preference, relaxation will be accorded to any bidder either for price or for other terms and conditions.

## **21. Award of contract**

The SMART Project will award the contract to the bidder/bidders' who has been determined to be substantially responsive and

- 1) Who has offered the lowest evaluated price (L1) for the items together i.e. total amount of the financial quote.
- a) Notwithstanding the above, the SMART Project reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply/ work order.

## 22. Performance Security:

- a) The successful bidder shall submit Performance Security @ 5% of Contract Price. The Performance Security shall be in the form of the Demand Draft or Bank Guarantee and shall be valid till 30 days after completion of the bidder's performance obligations under the Contract, including any warranty obligations, unless specified otherwise.
- b) The Performance Security without interest will be discharged/returned upon being satisfied that there has been due performance of the obligations of the selected bidder under the contract.

## 23. Tentative Training cum Exposure Tour Schedule:

Day	Place		Holt	Details
1 <sup>st</sup> Day	30.10.2023 at 7.00 am	30.10.2023 at 9.00 Pm	Indore M.P. Stay at Night	Traveling
2 <sup>nd</sup> Day	Indore (MP) 31.10.2023		Indore M.P. Stay at Night	ICAR- Soyabean Training
3 <sup>rd</sup> Day	Indore (MP) 01.11.2023		Indore M.P. Stay at Night	ICAR- Soyabean Training
4 <sup>th</sup> Day	Indore (MP) 02.11.2023		Indore M.P. Stay at Night	ICAR- Soyabean Training
5 <sup>th</sup> Day	03.11.2023 at 7.00 am	03.11.2023 at 9.00 Pm	Mohadi, Nashik Stay at Night	Traveling
	Indore – Nashik			
6 <sup>th</sup> Day	Mohadi, Nashik		Mohadi, Nashik Stay at Night	Sahyadri Farms Mohadi Training
	04.11.2023 at 10.00 am	04.11.2023 at 8.00 Pm		
7 <sup>th</sup> Day	05.11.2023 at 7.00 am	05.11.2023 at 6.00 Pm	Mohadi Nashik to Dharashiv Traveling	

## 24. General Conditions:

- a) The quantity mentioned may increase or decrease depend on the requirement
- b) All legal disputes relating to arranging tour are subject to the jurisdiction of court of law at Osmanabad.

## 25. Payment:

Payment will be made within Two weeks after successful tour cum exposure visit certified by the authority appointed by the Project along with the bill / tax invoice. Applicable GST will be paid on submission of tax invoice / bill.

**SD/-**  
**Head, cum Project Director**  
**(ATMA), DIU, SMART Dharashiv**

**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**  
**(To be submitted on the Bidder's Letter Head)**

Date: *[insert date]*

RFQ/ Tender Ref No.: SMART/DIU Osmanabad/VCDS/ 394 /2023 Date: 09/10/2023

To: Head, DIU, SMART cum  
Project Director (ATMA),  
Osmanabad

I/We .....(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for Hiring of Agency for Organizing Out of State Study Tour, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any government tenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.
- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorized Signatory of bidder  
Name of Authorized Signatory .....

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON BIDDER'S LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION OF**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

Date: *[insert date]*

RFQ/ Tender Ref No.: SMART/DIU Osmanabad/VCDS/ 394 /2023 Date: 09/10/2023

To: Head, DIU, SMART cum  
Project Director (ATMA),  
Osmanabad

We hereby confirm and declare that we, M/s -----,  
is not blacklisted/ De-registered/ debarred by any World Bank funded Project/  
Government department/ Public Sector Undertaking/ Private Sector/ or any other  
agency for which we have Executed/ Undertaken the works/ Services during the last  
5 years.

Signature and Seal of Authorized Signatory of bidder  
Name of Authorized Signatory.....

**TURNOVER CERTIFICATE ISSUED BY CHARTERED ACCOUNTANT FIRM  
(on CA's letter head)**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. (name of bidder) is having registered office at (detailed office address). The turnover of the (name of firm) for the following financial years based on the audited financial Statement is as under.

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover in lakhs</b>
1		
2		
3		
4		
5		

The above information/figures are true and authentic to the best of my knowledge and belief. I/we am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of bid or at any stage, besides liabilities towards prosecution under appropriate law.

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:  
(Seal of the Chartered Accountant)

Email id:

UDIN:

Note:

- 1. Turnover certificate without UDIN shall be rejected.*
- 2. Turnover from unaudited financial statement shall not be considered*

**Sample Financial Bid Format (BOQ)**

**Item Rate BoQ**

Tender Inviting Authority: HEAD CUM PROJCT DIRECTOR ATMA , DIU SMART DHARASHIV

Name of Work: Training Cum Farmer Exposer Visit Outside State at Indore For 7 days.

Contract No: 03/2023-24

Name of the Bidder/ Bidding Firm / Company :

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE In Figures To be entered by the Bidder ( Rate Should be Quoted inclusive of All Taxes) Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	13	53	54	55
1.01	Transport - Well-Conditioned A/C Bus (40 Seater) Approximate <b>Upto</b> 2500 KM with Fuel for Per Bus	3.000	Per Bus	0.00		0.000	0.000	INR Zero Only
1.02	Transport - Well-Conditioned A/C Bus (40 Seater) Approximate <b>Above</b> 2500 KM with Fuel for per KM.	1.000	Per Km	0.00		0.000	0.000	INR Zero Only
1.03	Full Breakfast:- Poha / Upma / Idali / Wada / Dosa for Per Person	840.000	Per Person	0.00		0.000	0.000	INR Zero Only
1.04	Tea/Coffee- for Per Cup	2520.000	Per Cup	0.00		0.000	0.000	INR Zero Only
1.05	Full Lunch & Dinner:- 2 Time Full Meal (Chapati, Sabji 2, Dal, Rice, Sweet) for Per Meal	1680.000	Per Meal	0.00		0.000	0.000	INR Zero Only
1.06	Drinking Water -Packaged Drinking Water for Per Liter	2520.000	Per LTR	0.00		0.000	0.000	INR Zero Only
1.07	Boarding Facility at Night-Ac Rooms with attached Toilet-Bathroom and warm water for 6 Holt for Per Bed	720.000	Per Bed	0.00		0.000	0.000	INR Zero Only
1.08	<b>Note:- Rate Schould be Quoted inclusive of All Taxes</b>							

Total in Figures		0.000	0.000	INR Zero Only
Quoted Rate in Words	INR Zero Only			