

FOUNDATION FOR ECOLOGICAL SECURITY

Open Tender

**REQUEST FOR PROPOSAL (RFP)
FOR SUPPLY OF AGRICULTURE EQUIPMENTS**

RFP No.: FES/AGRIEQUIP/ Mandla/01/2021-22

15th July, 2021

Call for Tender Opening on www.fes.org.in Website: 15th July, 2021 by 11.30 am

Last date of submission of Proposal: July 30th July, 2021 by 2:30 pm

Foundation for Ecological Security

Behind Sidh Motors, Mridu Kishore Colony, Mandla – 481661, Madhya Pradesh

Phone:91 7894445651 | Web: www.fes.org.in

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1. INTRODUCTION

1.1. Purpose of call for Proposal

The purpose/intent for this proposal is to select Supplier/Contractor/an agency for supply of Agriculture Equipment's (Attached List).

The Proposals must be in the format as mentioned in this RFP. Suppliers/Contractors/Agencies are required to submit a detailed Proposal clearly indicating Particulars & Specifications, Rate, Taxes, Delivery details, Other Terms and Conditions. The Proposal submitted by Suppliers/Contractors/Agencies will be reviewed by Tender Committee at Foundation for Ecological Security, Mandla formed for this purpose.

1.2. Background of the Organisation

Foundation for Ecological Security (FES) is registered as a Society under the Societies Registration Act XXI of 1860 in 2001 and is spread across in eight states diverse ecological and social geographies. As ecological security is the foundation of sustainable and equitable development, the Foundation for Ecological Security (FES) is committed to strengthening, reviving or restoring, where necessary, the process of ecological succession and the conservation of land, forest and water resources in the country. To this end FES, works towards the ecological restoration and conservation of land and water resources, in the uplands and other eco-fragile, degraded and marginalized zones of the country and to set in place the processes of co-ordinated human effort and governance.

1.3. The Requirement and Specifications

Sr. No.	Item Description	Specification	Quantity (Nos.)
1	Bullock drawn seed drill	M Steel, Fertilizer cum seed drill, 2 row, 3 Tines, Spacing between two adjacent rows can be adjusted,	10
2	Plastic Hand Garden Spray (Jhara)	Capacity 10 liter, made of plastic, light weight and durable, use for watering	2458
3	Garden Spade with wooden handle (Kudal)	M Steel, Heavy duty metal, rust free and durable for long lasting	2458
4	200 Lt Drum (for grain storage)	Drum capacity 200 liter, round shaped, HDPE, leak proof with tight lid and thick wall used for grain storage	250

5	Spray Pump	ISO certified, backpack manually operated sprayer, Tank Capacity: 16 liter, made with high density polymer, brass fitting and 3 Pcs Nozzle set	418
6	Mini Sprinkler (for KG)	Flow rates: 11.5 to 225.2 lph, working pressure: 0.5 to 2.5 kg/cm ²	260
7	1 Hp domestic pump for water lifting	1 HP, Speed 2880 rpm, max flow rate 3800 lph, total head 100 m, suction lift 8 m	260
8	Musturd Oil Expeller	Semi-Automatic, Cold and hot squeezing, capacity 15- 20 kg, High quality food grade stainless steel material, 220 V,	2
9	Kodu Kutki processing unit	Semi-automatic output capacity- 100- 200 kg/hrs, made- food graded stainless steel	2
10	Feeder for chicks	Semi-automatic 3 kg ground Feeder, ABS and durable quality	500
11	Chicks Feed	Feed Grade crumb form -50 kg bag for desi chicks, HDPE packing	250

*Delivery of material at place :Foundation for Ecological Security (FES) Behind Sidh Motors, Mridu Kishore Colony, Mandla – 481661, Madhya Pradesh

1.3. Key Dates

Tentative Schedule of RFP Processing (Key Dates)

RFP Inviting Authority		Foundation for Ecological Security (FES) Behind Sidh Motors, Mridu Kishore Colony, Mandla – 481661, Madhya Pradesh	
Sl. No	Description	Date	Time
1.	RFP released	15/07/2021	11.30am
2.	Last date for submission of Proposals	30/07/2021	03:00 pm
3.	Opening of Proposals (Authorized representatives of Agencies may be	05/08/2021	03:00pm

	present)		
4.	Call for Information/Details (If required further in connection with RFP)	09/08/2021	03:30pm
7.	Discussion and Financial Negotiation with the short-listed Agency(s)	As per the decision of FES Management	
8.	Call for Information/Details (If required further in connection with RFP)	16/08/2021	03:30pm
9.	Issue of Letter of Intent/Award/Agreement	As per the decision of FES Management	

2. QUALIFICATION/ELIGIBILITY CRITERIA

Organization meeting the following minimum criteria is eligible to apply:

Sl. No	Qualification Criteria	Proof Required to be submitted
1	Institution/ Organisation/ Agency is registered under Shops & Establishments ACT or is Proprietorship Firm or a Limited company or partnership firm, etc. I. Name and address of the Institution/ Organisation/ Agency II. Year of Establishment	Copy of Certificate of Incorporation/ Registration/MoU/Deed etc.as applicable
2	The Institution/ Organisation/ Agency should have a valid PAN, and Goods & Services Tax Registration in India	Copy of PAN card, and Goods & Service Tax Registration
3	The Institution/ Organization/ Agency should have a minimum average annual turnover during the last three fiscal years (2017-18, 2018-19 & 2019-20) equal or more than five times of the value of quoted item/s which the agency is proposing to supply	Necessary documents as evidence.
4	The Agency should have a relevant licenses or authorization or registration for the goods/services intended for supply.	Necessary documents as evidence.
5	Demonstrable track record of supplying such Goods / Items	Necessary documents as evidence. (Ex. copy of PO or Bills etc.)

6.	Previous experience of work with FES* (*Any Agency which does not have a previous working experience with FES shall also be eligible for the Selection Process.)	1. Name of Assignment & RFP/Tender No with Date 2. Reference & Date of Purchase Order 3. Whether completed as per Time Line 4. Value of Goods supplied
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3. Terms of References (TORs)

3.1 FES invites sealed bids with the details of the supply of Agriculture equipment's and In addition, list of agriculture equipment's with quantity & specification may be down loaded from the web site (web site address: <https://fes.org.in/more/inthenews.html>)

3.2 The Bidder shall be required to submit the following documents as a part of submission of tender.

- Registration Certificate of formation like company/firm/LLP etc., Goods & Service Tax, Copy of PAN/TAN, SSI, Other statutory licenses, for Proprietors – registration with local authorities / Shop & Establishment registration.
- **Authorisation Certificate:** (Self-Attested copy of valid Authorisation letter for supply and service of the proposed supplies.
- Tenderers conditions regarding Free Delivery / Delivery at Cost, Taxes etc.
- Technical Literature/Relevant Leaflet of the equipment: Relevant leaflet / Technical literature / Catalogue highlighting products features offered in the Tender must be enclosed. All the technical information about the equipment required for checking whether the equipment offered as per Tender Specification or not should be available in the Technical literature enclosed. The literature should be corresponding to the Model and Make offered in the commercial Bid.

3.3 Delivery Period: The goods/services will have to be delivered by the approved agency within the due date of delivery as specified in the purchase order/work order.

3.4 FES retains the right to modify the Requirement, Specifications and Timelines at its discretion which shall include increase or decrease in the scope of work based on prevailing situation during the Contract period.

4. GUIDELINES FOR SUBMITTING PROPOSAL

The Agency is required to submit the proposal with all necessary documents in a sealed Envelope.

5. PREPARING THE PROPOSAL

The proposal should capture the information given below from Para 5.1.1 to 5.1.5 and 5.2.1 (but not necessarily limited to the following).

5.1. Technical Information

The proposal should capture the information given below-

5.1.1 Organisation Information Submission Format:

Name of Goods/Services offered to supply	For supply of Agriculture Equipment
Tendering Organisation or Person and address	
Contact person & designation	
E-mail	
Telephone /Mobile	

5.1.2 Institution/ Organization/ Agency profile

- a. Name and address of the Institution/ Organization/ Agency.
- b. Year of Establishment.
- c. Legal status of the Institution/ Organization/ Agency – Whether Institution/ Organization/Agency is registered under Shops & Establishments Act or is an autonomous body or a Limited Company or Partnership Firm or is a Proprietorship, etc.)
- d. Principal nature of activities of Business.
- e. Relevant experience of the supplies
- f. Communication details of the Institution/ Organization/ Agency: mailing address, telephone and fax numbers, email address, etc.

Copy of the document to be attached as evidence for the above.

5.1.3 Financial Status of the Organization

- a. Turnover of the Organization for the past three fiscal years.
- b. Copy of the document as evidence.

5.1.4 Tax Details

- a. Furnish PAN/Goods and Services Tax number/Relevant Licenses
- b. Copy of Document as evidence

5.2. Financial Proposal

5.2.1. Preparing the Financial Proposal

The suggested format for submitting Financial Proposal is as below -

Description of Goods / Services	Quantity	Unit Price	Amount	Add: Taxes & Duties	Total Amount	Packing & Forwarding Charges	Delivery Charges	Others (If any, pls. specify)

* In case of multiple goods/services to be supplied, row lines should be added as per the requirement, but to be quoted in a single table only.

- a. Financial Quotes should cover all the costs.
- b. Applicable taxes should be shown separately.

5.3. Submission of Proposals

All the pages of the Technical and Financial Proposal shall be duly signed by the Authorized Signatory of the agency before submission. Corrections, if any shall be counter signed.

The interested applicant may submit their duly signed cover letter, necessary technical documents and financial proposal in one sealed envelope marked as super scribing on the top of the envelope *“Proposal – Supply of Agriculture Equipment*

Proposal for this assignment should be sent to:

The Team Leader,

Tender Committee - RFPNo.: **FES/AGRIEQUIP/ Mandla/01/2021-22**

Foundation for Ecological Security,

Behind Sidh Motors, Mridu Kishore Colony,

Mandla – 481661, Madhya Pradesh

Phone no.: 7894445651.

All queries/correspondences pertaining to this RFP should be sent to Foundation for Ecological Security email i.e. mandla.fes@ecologicalsecurity.org “RFP for Supply of Agriculture Equipment – RFP No.: FES/AGRIEQUIP/ Mandla/01/2021-22 as the subject line.

5.4. General Instructions and Terms and Conditions

- a. **Amendments to the RFP:** Tender Committee at Foundation for Ecological Security reserves every right to amend any of the RFP conditions or a part thereof, before the last date for the receipt of the Proposal, if necessary. The decision of extending the due date and time for the submission of Proposal documents on account of amendments, if any, will be the sole discretion of Foundation for Ecological Security.

- b. **Reserved Rights:** Foundation for Ecological Security reserves the following rights with regard to this call for proposal:
 - (i) To cancel this request for proposal at any stage without assigning any reason.
 - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) Foundation for Ecological Security reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in Foundation for Ecological Security 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - (iv) Extend the time for submission of all RFP responses after notification to all Applicants;
 - (v) Terminate or modify the RFP process at any time and re-issue the RFP to whomever Foundation for Ecological Security deems appropriate;
 - (vi) Foundation for Ecological Security reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
 - (vii) Foundation for Ecological Security reserves the right to negotiate the rate or issue an award based on the initial evaluation of Applicants without discussion;
 - (viii) Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

- c. No proposal shall be accepted unless it is properly sealed. Institution/ Organization/ Agency shall not be allowed to fill in or seal their proposal at the Foundation for Ecological Security office. The documents should be sent by speed post/registered post/courier or hand delivered.

- d. If the envelope is found to be open, not sealed and not marked as instructed above, Foundation for Ecological Security will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- e. The agency is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by Foundation for Ecological Security. Foundation for Ecological Security, however, reserves the right to call for additional information and clarification on information submitted by the Bidders.
- f. Proposals must be received by Foundation for Ecological Security at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the Foundation for Ecological Security, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- g. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- h. **Opening of Proposals:** Sealed Proposals received in given timeline for submission will be taken up for opening. Proposals received after specified date and time will not be accepted. Foundation for Ecological Security reserves the right to disqualify any of the Proposals in case it is not submitted in line with the instructions mentioned in "5.3 Submission of Proposal" or otherwise without assigning any reasons thereof. The Proposals will be opened on 05th August 2021 **at 03:00 pm** at Foundation for Ecological Security Office in Mandla, MP
- i. Any efforts by Agency to influence the Foundation for Ecological Security personnel or representatives on matters relating to proposals in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of Contract, shall result in the rejection of the Agency's proposal. Failing to execute the Contract Agreement within the said period may result in termination of Contract and award of the same to other Agency/ Agencies at the risk and cost of the Institution/ Organization/ Agency.
- j. The person to sign the Contract Agreement / PO shall be duly authorized.

- k. The RFP shall not bind Foundation for Ecological Security in any way whatsoever to offer any job to the applicant if it is decided to abandon.

Foundation for Ecological Security assures that the documents submitted by the institution/organization/agencies will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant.

- l. **Offer Verification:** Foundation for Ecological Security may contact Applicant to confirm contact person, address, proposed amount and to confirm that the proposal was submitted for this solicitation.

- m. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Foundation for Ecological Security having to re-evaluate selection of potential Applicants.

- n. Successful Bidder must deposit a 2% of the Order value of the supplies towards earnest money deposit in favour of Foundation for Ecological Security payable at Mandla, Madhya Pradesh by Banker's cheque/Demand Draft/NEFT-RTGS/ Net banking/Bank Guarantee from a scheduled bank which should be valid 60 days beyond the date of Purchase Order.

The earnest money shall be forfeited where a bidder fails to supply the goods/fails to execute the order within the period specified or for submitting false, incorrect or misleading information

- o. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be Anand, Gujarat.

- p. The cost of travel and stay of the officials from Institution/ Organization/ Agency for attending meetings with Foundation for Ecological Security will be met by the respective Institution/ Organization/ Agency.

- q. Submission of Proposal does not constitute any contract commitment on the part of Foundation for Ecological Security, nor does it constitute a commitment to pay for costs incurred in the preparation and submission of an application.

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **30th July, 2021 by 2.30pm**. Any Proposal received after this prescribed

time will not be entertained. Foundation for Ecological Security will not be responsible for any loss in transit or postal delay.

6. EVALUTION OF PROPOSAL

6.1. Tender Committee

Tender Committee formed by Foundation for Ecological Security would first examine the Technical Proposals based on the details provided in the Invitation for proposal for those Institution/ Organization/ Consulting Agency who are short listed as per the qualification criteria. The Financial Proposals would be assessed only for those agencies whose technical Proposals are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

6.2. Selection of Institution/ Organization/ Agency

- a. An Institution/ Organization/ Agency is required to score a minimum qualifying marks of 8points out of 20 i.e. 40%, which will be recalibrated out of 30 in the Technical Proposal in order to qualify for Financial Proposal opening.
- b. For the Final evaluation, the weightage for the Technical proposal and financial proposal would be 30%, and70%, respectively.
- c. Foundation for Ecological Security shall reserve the right to negotiate with the Bidder whose proposal has been ranked first by the Committee on the basis of Technical and Financial Evaluations.
- d. The submitted proposals will be valid for 60 days from the date of submission. Foundation for Ecological Security will make its best effort to select the Institution/ Organization/ Consulting Agency within this period.

6.3. Technical Evaluation (30Marks)

All the technical proposals shall be evaluated based on the following technical evaluation criteria. The relative scoring weights of the criteria are listed below, so that applicants will know which areas require emphasis in the preparation of the information.

Sr. No.	Evaluation Criteria	Maximum Score
i.	No. of years of experience in supplying relevant goods. 0 to 5 years 3 marks, 5 to 10 years 4 marks, more than 10 years 5 marks (documentary proof to be submitted)	5

ii.	Registration of the Supplier (Proprietor – 2 marks, Partnership Firm 3 marks, Pvt. Limited Company 4 marks, Public Limited Company 5 marks)	5
iii.	Average annual turnover 5-7 times of the offered supply value 3 marks; for 7-10 times 4 marks; for more than 10 times 5 marks	5
iv.	Relevant licenses or authorisation or registration for the goods / services offered to supply 3marks; No such authorization / registration 0 marks	3
V.	Previous Experience of working with FES – if yes, 2marks	2
	Total Score (20 points will be recalibrated out of 30)	20

6.4. Financial Evaluation (70Marks)

Financial evaluation shall be carried out based on the following:

Full marks will be awarded to the lowest qualifying bidder. Package price will be considered to find the lowest bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is “X” and bid for “Y” needs to be evaluated then its marks will be "highest mark x (X/Y)" Once the Institution/ Organization/ Agency is finalized, additional information and discussion will occur between the Applicant and Foundation for Ecological Security.

7. CONTACT FOR MORE INFORMATION

For all correspondence please refer to Email: mandla.fes@ecologicalsecurity.org with subject line marked as “RFP for supply of Agriculture Equipment”

8. DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of PROPOSALS and does not legally obligate Foundation for Ecological Security to accept any of the submitted proposals in whole or in part, nor is Foundation for Ecological Security obligated to select the lowest priced proposal. Foundation for Ecological Security reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of work/services. Foundation for Ecological Security has no contractual obligations with any offer or based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate Foundation for Ecological Security in accordance with the terms and conditions contained in such contract.

END OF RFP