



**REQUEST FOR QUOTATION (RFQ)**

**(DOMESTIC COMPETITIVE BIDDING)**

**RFQ No.: ABEPL/RFQ/ SUPPLY OF LAPTOP & DESKTOP/302**

**Date: 23.11.2024**

<b>CLIENT</b>	ASSAM BIO ETHANOL PRIVATE LIMITED (ABEPL)
<b>PROJECT</b>	ASSAM BIO ETHANOL PROJECT
<b>ITEM</b>	SUPPLY OF LAPTOP & DESKTOP FOR ABEPL
<b>BIDDING DOCUMENT AVAILABLE ON WEBSITE</b>	FROM 14:00 HOURS (IST) ON 23/11/2024 (**).
<b>BID DUE DATE</b>	AT 12:00 HOURS (IST) ON 02/12/2024 (**).
<b>ONLINE OPENING OF TECHNO-COMMERCIAL UNPRICED BID</b>	AT 15:00 HOURS (IST) ON 02/12/2024 (**).
<b>PRE-BID MEETING</b>	NOT APPLICABLE
<b>EARNEST MONEY DEPOSIT (EMD)</b>	NOT APPLICABLE

(\*\*) If the particular day is happened to be a declared holiday in ABEPL, the next working day shall be considered.

**GENTLEMEN,**

1. **M/s. Assam Bio Ethanol Private Limited (ABEPL)** is setting up the Assam Bio Ethanol at Numaligarh, Assam. ABEPL invites Online Bid under single stage two bid systems on e-procurement basis for the captioned subject item in total compliance to technical specifications, scope and terms & conditions of enquiry documents / attachments.
  - 1.1 Online Bids / Offer through E-tender portal (<https://www.tenderwizard.com/abrpleproc>) only shall be accepted. Bids/ Offer through Email or fax/ Telex/Telegraphic / Courier / Open or received through any other mode shall not be accepted and rejected.
  - 1.2 Bidder is advised to submit quotations strictly based on the specifications, terms & conditions contained in the RFQ documents and not to stipulate any deviation.
  - 1.3 Bidder can download the complete enquiry document from the web address (<https://www.tenderwizard.com/abrpleproc>)
  - 1.4 Bidder to upload the Un-price and Price part of their bid strictly in the Un-priced & Priced folders respectively in the e-tender portal (<https://www.tenderwizard.com/abrpleproc>)
  - 1.5 Bidder is mandatorily required to indicate their name on each page of excel file / pdf file of Price Schedule while uploading the price bid.

- 1.6 E-bid received online shall be opened at ABEPL office on due date and time as specified above. All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the above website to keep themselves updated. Bids are required to be submitted only through e-tendering website: (<https://www.tenderwizard.com/abrpleproc>) on or before the Bid submission date and time. It may also be noted that the price details are required to be filled & submitted only in the Schedule of Price format downloaded from above e-Tendering website.
- 1.7 Addendum / corrigendum to the RFQ documents if issued (will be uploaded on e-tender portal) must be submitted duly signed along with the bid.
- 1.8 In the event of failure in bidder's connectivity with e-procurement website during the last few hours on account of problem on bidders account, they are likely to miss the deadline for bid submission. Due date extension request due to this reason will not be entertained. In view of the same, bidders are advised to upload their bid in advance.
- 1.9 Bidder to note that no bid due date extension is possible. Bidder is requested to adhere to bid due date and submit their bid within the original due date & time.
- 2. This bid is intended to be "ZERO DEVIATION BID".**
- 2.1 Technical specifications should be strictly as per tender document. Submission of prices by the bidder shall be construed to mean compliance with all technical specifications of tender document. Bidder should not write any technical conditions/clarifications/comments in the price schedule or elsewhere in the offer document. Bidder shall submit ZERO DEVIATION bid and bids with any deviation shall be liable for Rejection.
- 2.2 Bidder to submit all pre-requisite documents, as mentioned in this RFQ document , with all relevant details & information duly filled in along-with bid in one go. No Commercial or Technical Query or clarification shall be sought from bidder after submission of bid. In-complete bids or bids with deviations/clarifications/comments (Commercial or Technical) shall be rejected without further notifications to bidders. Bidder to exercise utmost care while uploading requisite documents in the tender portal and ensure total compliance with bid requirement.
- 3. PRE-BID MEETING:**
- 3.1 Not Applicable.
- 3.2 Should bidders essentially feel the requirement of certain clarifications; they shall seek clarifications on such points within **2 days** of receipt of RFQ, so that the same could be clarified well ahead of bid closing date. Bidder may submit their queries, if any, latest by **27/11/2024** to ABEPL addressed to Mr. Rudra Prasad Nag, at email: [rudra.nag@chempolis.com](mailto:rudra.nag@chempolis.com) with copy to [trinayan.gogoi@abepi.co.in](mailto:trinayan.gogoi@abepi.co.in).
- 3.3 The text of questions raised by bidder as pre-bid clarifications through mail (without identifying the source of the query) and the responses given will be transmitted to all the vendors.
- 4. BIDDER'S QUALIFICATION CRITERIA (BQC):**
- TECHNICAL CRITERIA:**
- The bidder must have experience (complete / ongoing) in supplying at least 5 laptops and 5 desktops in each work undertaken within the last 3 years.
  - The bidder must have carried out such supply work within the state of Assam.

- Copy of **LOI (Letter of Intent)/ Contract /Client Certificate /Work Order or Experience Certificate** need to submit in reference to the Work done.
- The bidder must submit an **OEM Certificate** or **Authorization Letter** for the offered products.
- The bidder must submit a **declaration from the manufacturer** confirming that the products meet the specifications in the RFQ.
- The **warranty** for **Laptops and Desktops** should be a minimum of **4 years**.

**FINANCIAL CRITERIA:**

**ANNUAL TURNOVER:**

The bidder must have an **average annual turnover** of at least **Rs. 15,00,000/- (Indian Rupees Fifteen Lakhs only)** during the last **3 years**, ending 31st March of the previous financial year.

**NET WORTH:**

The bidder must have a positive net worth as per the immediate preceding year's financial statement.

**WORKING CAPITAL:**

The bidder should have a minimum working capital of **Rs. 1,50,000 (Indian Rupees One Lakh Fifty Thousand only)** as per the immediate preceding year's financial statement.

The financial years or previous periods referenced for eligibility will be counted from the bid submission due date. To demonstrate compliance with the financial criteria, the bidder must provide complete Income Tax Returns (ITR), audited balance sheets, profit & loss statements, a Chartered Accountant (CA) certificate, and all supporting financial schedules for each of the preceding three financial years. All documents submitted in support of meeting the technical and financial criteria as per the Bid Qualification Criteria (BQC) should be compiled in a dedicated section or booklet and included as part of the bid offer.

**5. Bidder shall submit the following documents duly filled in, signed & stamped by authorized person:**

**PART-I (TECHNO-COMMERCIAL BID):**

- a) QUOTATION / TECHNICAL SPECIFICATION/ BROUCHER for the Quoted product.
- b) ABEPL Supplier Code of Conduct- duly signed & stamped.
- c) RFQ Document - duly signed & stamped.
- d) Duly Filled Proposal Forms
- e) Compliance to Bid Requirement (Form-A to RFQ). – duly signed & stamped.
- f) Un-priced copy of Price Schedule (Prices blanked out indicating "Quoted/Not Quoted") duly signed & stamped.
- g) Sealed and Signed documents mentioned in the BIDDER'S QUALIFICATION CRITERIA (BQC).
- h) PAN Card.
- i) GST Registration

**Part-II (PRICED BID):**

This part shall contain only duly filled in prices in the Price Schedule format of RFQ.

**6. DELIVERY PERIOD:** 01 month from the date of placement of Purchase Order / Letter Of Intent.

Bidder is requested to quote delivery period as per above requirement. In case Bidder quotes higher delivery period than required such bids may be liable for rejection.

- 7. VALIDITY OF OFFER:** The offer should be valid for Four (4) months from date of Unpriced Bid Opening.

Bidder to quote validity as required above. In case Bidder quotes shorter validity than required then Bid may be rejected.

**8. PAYMENT TERMS:**

100% Payment shall be released within 30 days from the date of receipt of material at site, certification of Engineer In Charge and submission of correct invoice.

**9. EVALUATION AND AWARD:**

Bidder to note that evaluation and ordering shall be done on item-wise basis. Supply price for each item + Freight charges shall be considered for the purpose of evaluation and ordering.

**10. DELAYED DELIVERY:**

In the event of a delay in the delivery of goods, ABEPL reserves the right to impose a price reduction penalty on the vendor. This penalty will be calculated at 1% of the value of the delayed goods for each week of delay or part thereof, up to a maximum of 10% of the total order value.

**11. CONTRACT PERFORMANCE BANK GUARANTEE / PERFORMANCE BANK GUARANTEE:**

Not Applicable.

- 12. GUARANTEE/WARRANTEE:** Should be a minimum of **4 years**.

- 13.** Repeat order is applicable for this RFQ.

- 14** Bid Rejection criteria: Refer SIB (Special Instructions to Bidders).

- 15** ABEPL reserves the right to negotiate & to use in-house information for assessment of bidder's capability for consideration of bid.

- 16** Bidders must not be blacklisted, debarred, banned, suspended, or included on the holiday list of ABEPL, any Central Government, PSU, or State Government. A self-declaration letter confirming this status, signed by an authorized signatory, must be submitted along with the bid.

- 17** ABEPL reserves the right to make any changes in the terms and conditions of purchase / Bidding Document and to reject any or all the bids without assigning any reason.

- 18** As Purchaser intends to contract directly with suppliers of the goods for which bids are invited, the bids should be prepared by the suppliers and submitted directly. Purchaser reserves the right to reject offers made by intermediaries.

- 19** The bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser/Consultant shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

- 20** A bidder (i.e., the bidding entity) shall, on no account submit more than one bid either directly (as a single bidder or as a member of consortium) or indirectly as a subcontractor.

- 21** The Bid prepared by the bidder, all correspondence/drawings and documents relating to the bid exchanged by

the bidder with the Owner/Consultant shall be in English Language only. In case, any printed literature furnished by bidder written in another language so long as accompanied by an English translation, in which case, for the purpose of evaluation and interpretation of the bid, the English translation shall govern.

- 22** Bidders to note that price changes against Technical / commercial clarifications, in line with terms & conditions of enquiry documents are not allowed. In case any bidder gives revised prices / price implications against such clarifications, their bid shall be liable for rejection.
- 23** Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 24** Contact Persons for this RFQ are Mr. Trinayan Gogoi

Phone No: +7002280922

Email ID: [trinayan.gogoi@abepl.co.in](mailto:trinayan.gogoi@abepl.co.in).

**\*Please specify RFQ No.: ABEPL/RFQ/ SUPPLY OF LAPTOP & DESKTOP/302 in all Correspondence.**

**THIS IS NOT AN ORDER**

Very truly yours,

For & on Behalf of ABEPL

Enclosure: As per List Attached

**LIST OF ENCLOSURES**

**DOCUMENT**

- i) ABEPL Supplier Code of Conduct
- ii) Compliance Statement
- iii) Price Schedule Format (Indigenous)
- iv) Special Instruction to Bidders
- v) General Purchase Conditions (Indian)