TENDER DOCUMENT FOR EMPANELMENT OF PRODUCTION UNITS AS MUSHROOM SPAWN SUPPLIERS

Date of Tender issue	**:**	**4th February, 2022**
Last date of Tender submission	**:**	**18th February, 2022 at 1200 hrs.**
Opening of Tender Documents	**:**	**18th February, 2022 at 1230 hrs.**

Terms and Conditions of the Notice Inviting Quotation

To ensure regular availability of Mushroom spawn (oyster& button) for the beneficiaries under the Meghalaya Mushroom Mission, the Directorate of Horticulture (DOH), Government of Meghalaya is interested to engage production units willing to supply spawn on regular basis.

DOH invites Applications for selection of Production unit for supply of Mushroom Spawn in the State of Meghalaya. The details for which empanelment is planned is as follows:

I. Commodity: Mushroom spawn (Oyster & Button)

1. The spawn required must be prepared from mother spawn only and not by multiplication from commercial to commercial spawn.
2. The spawn should be free from contamination (greenish/ blackish in color).
3. The substrate used should be ***wheat grain based only***.
4. The spawn supplied must be at least 1 (one) week old from the date of inoculation and entire substrate must be covered with mycelium growth.
5. Frequency of sub-culturing of the spawn should be indicated.
6. If selected, the Production unit must provide a sample of the product for spawning in the Mushroom Development Centre, Upper Shillong.

II. Qualification criteria for selection of prospective Supplier:

The Production unit has to submit the following documents/ details in order to be considered for the empanelment process-

1. The proposal should be addressed to the Director of Horticulture, Lower Cleve Colony, Shillong in the letter head of the Production unit as per Annexure – I.
2. The Proposal should be affixed with non-refundable Court Fee Stamp of **Rs. 200/-(Two Hundred)** only.
3. The applicant should have agreed and signed in the acceptance letter as per Annexure – II.
4. The applicant should have submitted details of the production units as per format at Annexure – III.
5. The applicant should have mentioned the product specification and quoted the rate in Rupees and in words as per format at Annexure – IV and must be valid for at least 2 (two) years.
6. The applicants must have been mushroom spawn production units from the state of Meghalaya and Assam only.
7. All documents are duly signed by the applicant.

III. Scope of work

a. The selected production units will form part of DOH's panel which will act as backup suppliers for DOH. DOH expects to regularly execute contracts of supply and the production units will be required to strictly adhere to contractual product specifications (Annexure IV). The production units from Assam will initially cater to the requirement of spawn from Garo Hills region. However other regions of the State can also be included based on demand.

b. The price for supply of the spawn can be as under:-

i) Price determined by tender for specific quantity required per month.

ii) Fixed price for agreed quantity.

iii) Any other option suggested by bidders.

The prices and commercial terms will be decided subsequently with the empanelled production units.

c. The selected production unit(s) shall ensure compliance of all the Government regulations/ conventions/ policies/ guidelines/ orders etc in force related to any or all of the above activities.

d.The production unit(s) shall undertake to abide by the statutory requirements of the State Government from time to time.

IV. Submission of Notice Inviting Quotation

a.The NIQ document can be downloaded from our website www.megagriculture.gov.in. The same can also be obtained from ***Room no.318,*** Directorate of Horticulture, Cleve Colony, Shillong-793003, East Khasi Hills, Meghalaya.

b.The quotation has to be submitted in the box kept in **Room No. 304** of the Directorate of Horticulture, Cleve Colony, Shillong-793003, East Khasi Hills, Meghalaya.The applications have to be submitted before ***1200 Hrs on 18.02.2022.***

c.The last date of submission of tender papers is ***18.02.2022.***

d. Quotation can also be sent via email to the Director of Horticulture before the **1200 hrs. on 18.02.2022** @hort-meg@nic.in. However in-person presentation of the production unit(s) is required during the date of opening of tender or as communicated by the DOH.

e. Applications incomplete in any form or misstating the facts will be summarily rejected.

V. **i)** Date of opening of tender documents - 18.02.2022

ii) Time of Opening of tender documents - 12: 30 PM.

iii) Venue - Seminar Room Directorate of Horticulture.

iv) The quotations will be opened in the presence / absence of representations of the production units. However, in-person presentation of the quotation for those sent by email is a must on the date of opening

VI. General Terms and Conditions

a. It may be noted that this Quotation is only for empanelment of mushroom spawn supplier in the state of Meghalaya.

b. The department will not be responsible for any loss or damage of materials in transit. Insurance, if required has to be done by the production unit(s) at his/her own cost.

c. If the spawn supplied do not meet the specifications prescribed by the Department, then the production unit(s) will have to take back the goods at their risk and cost.

d. DOH reserves the right to accept or reject any offer of the quotation without assigning any reasons whatsoever.

e. The Final selection for empanelment of Suppliers, from the proposals received will be rest solely with the purchase board who in the interest of the DOH is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotation received without assigning any reasons.

f. Empanelment of production unit(s) as suppliers does not entail any commitment from DOH for contracts during the validity of empanelment.

g. DOH reserves the right to abandon any part or whole of the process without giving prior notice to prospective applicants.

h. The terms mentioned in this NIQ are only illustrative and not exhaustive. The chosen production unit(s) as supplier will be required to enter into contract as devised by DOH to fully protect DOH's interest and also the interest of prospective beneficiaries.

i. DOH is not bound contractually or in any other way to any prospective supplier to this NIQ. DOH is also not liable for any cost or compensation incurred by the bidders to this NIQ.

j. Validity of empanelment under this NIQ shall be for duration of 2(two) years from the date of acceptance by DOH, which may be renewed if required and is at the sole discretion of DOH. Validity of the NIQ can also be terminated by DOH at its sole discretion.

k. Ownership of NIQ documents and information therein (all NIQ documents) shall be property of DOH on submission. Where the prospectiveproduction unit(s) wants the information provided to be kept confidential as such disclosure would unreasonably affect suppliers business affairs, notice is to be given at the time of delivery of information or documents by making such information "Confidential". In so far as possible, DOH will give effect to the prospective production unit(s) stated wishes and access to such information will be determined under provisions of RTI Act 2005.

l. This NIQ is only for preparation and maintenance of database. DOH is in no way bound to limit its business enquiry/ circulars to empanelled production unit(s)as suppliers only. For each transaction due procedure is to be adopted.

m. Late & delayed quotations due to any reasons whatsoever will not be considered under circumstances. In case any unscheduled holiday occurs the prescribed closing / opening date, the next working day shall be the prescribed date of closing/ opening of the tender.

ANNEXURE – I

(To be submitted on unit's letter head)

To

The Director of Horticulture
Meghalaya, Shillong.

Sub : Notice Inviting Quotation for Empanelment of Production units as Mushroom Spawn Suppliers under the Mushroom Mission.

Sir,

In response to your notice no.----------I/We hereby expressed our interest for empanelment of my/our production unit for supply of mushroom spawn in the State under the Mushroom Mission. I/We have the honour to submit the required information/ documents for your kind consideration.

I/We submit herewith the following documents for your consideration.

1. Acceptance letter as per Annexure – II.
2. Brief detail of the production unit as per Annexure - III.
3. Supporting documents as below:
   a. Copy of Pan Card.
   b. ST/SC Certificate (as applicable).
   c. EPIC
   d. PAN card.
   e. Feedback report from their beneficiaries.
   f. Document(s) for proof of address.

Enclo:-NIQ documents and certificates as stated above.

Yours faithfully,

Affixed court fee stampRs.200/- here

(Signature of the tenderer)

Name:- _____
(in block letters)

Full address:-
Contact No:-
Email address:

ANNEXURE - II

ACCEPTANCE LETTER

(To be put on the Units' letter head)

The Director of Horticulture
Lower, Cleve colony,
Shillong-793003
Meghalaya.

ACCEPTANCE - For supply of Mushroom Spawn in the State under the Mushroom Mission.

Sir,

1. I/we have carefully gone through the detailed terms and condition of the NIQ for Empanelment of Production units as Mushroom Spawn Suppliers under the Mushroom Mission.

2. I/We hereby certify that I/We have understood the entire terms and conditions of the NIQ and I/We shall abide by the conditions/ clauses contained therein.

3. I/we also declare that I/we have quoted my/ our rate taking into consideration all taxes and transportation cost to be involved which is valid for at least 2 (two) years.

4. My/Our tender is offered taking due consideration of all the factors and if the same is accepted, I/We promise to abide by all stipulated conditions of the contract agreement and supply/execute the work to the satisfaction of the Department. I/We hereby agree to the rate fixed by the DOH (if the rate quoted by me/us is not acceptable).

5. I/We also hereby declare that the signature in all the pages of the proposal have been signed by me/us.

6. I/We hereby agree that the earnest money deposit (EMD)/ performance security amount required by way of Demand draft drawn on any nationalize bank and payable to the Director of Horticulture will be deposited by me/us as and when intimated and fixed by the DOH.

Yours faithfully

(Signature of Tenderer)
Date:
Seal/ rubber stamp

Annexure -III

FORMAT (TO BE FILLED UP) BY PROSPECTIVE PRODUCTION UNIT(S)

PARTICULAR DETAILS:

1. Name and Address of the Unit:
2. Year & Date of establishment :
3. Name Of Contact Person :

   Telephone Number :

   Fax No :

   Email Id :
4. Number of technical staff available:
5. Name of Commodities for which empanelment is required:
6. Production capacity per annum :
7. Monthly Supplying Capacity :
8. Specify the Month(s) that can be supplied :
9. Variety available (indicate separately for Oyster & button) :
10. Substrate used :
11. Quantity Supplied since year of establishment of the units. :

Year	Quantity supplied (MT)	Value in Rs. in lakhs

12. Details of organization to which supply was made along with the volumes supplied:-
13. Work/ supply orders to be attached
14. Brief details on the production unit alongwith list of equipments available :-
15. Detail Annual Action Plan of the unit:-
16. Any other information on the Production unit:-

Certified that the above information is true and we confirm that all information given in the proposal are correct and if at any point of time the information is found to be Incorrect our proposal will be liable for rejection by DOH.

Dated :

Place:

Signature:

Name & Designation

Production unit

Annexure – IV

(On Units' Letter Head)

PRODUCT SPECIFICATION

Sl.No	Category	Variety	Packaging	Lot size	Rate to be Quoted in Rupees & in words
1	Oyster Mushroom	a. DMRP – 112 b. DMRP – 205 c. DMRP – 88 d. DMRP – 136 e. DMRP – 254 f. DMRP – 115 g. DMRP - 135	500 gms.	1000-2000 Pkts. 2001-3000 Pkts 3001-4000 Pkts 4001 above	
2	Button Mushroom	a. V - 3	500 Gms.	1000-2000 Pkts. 2001-3000 Pkts 3001-4000 Pkts 4001 above	

Signature of Production Unit.