



# OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE

AT-FARM ROAD, PO-MODI PARA, SAMBALPUR, PIN-768002, ODISHA

Email-ddhsambalpur.od@nic.in / ddhsambalpur@gmail.com

Order No. 1068 / Hort.

Dated. 04-04-2023

## Request for Quotation (RFQ)

Subject: Complete engineering, supply and procurement of materials and supervision of fabrication, erection, testing pre-commissioning and Establishing of 1 no. of 2 MT Lemon Grass Oil Extraction Unit in Sambalpur District under Deputy Director of Horticulture, Sambalpur.

The Deputy Director of Horticulture, Sambalpur invites sealed RFQ from reputed expert Agencies / Companies to submit a proposal for complete engineering, supply and procurement of materials and supervision of fabrication, erection, testing, commissioning, and Establishing of 1 no. of 2 MT Lemon Grass Oil Extraction Unit places in Sambalpur District under Deputy Director of Horticulture, Sambalpur.

The detail quotation call notice with specification can be seen from the Sambalpur district web site. [www.sambalpur.nic.in](http://www.sambalpur.nic.in)

An amount of Rs.6,000/- (Rupees Six Thousand) only (non-refundable) towards the cost of RFQ document shall have to be enclosed in the shape of a "Demand draft" drawn on any Nationalized Bank payable in favour of Deputy Director of Horticulture, Sambalpur.

The agency / company must furnish the documents tabulated below:

1. GST and PAN certificate of the firm
2. Bankdraft towards the cost of tender document
3. Statement of performance of the last 5 years along with documentary evidence (work / purchase order)
4. List of service centres / offices in india
5. Certificate recognizing technology by Govt. of India

The proposal should be submitted to the Deputy Director of Horticulture, Sambalpur through Speed / Regd. Post or drop in the drop box available on the office premises by Date.19-04-2023, till Dt. 26-04-2023.

The technical bids will be opened on dt.27-04-2023 at 5.00 PM, if possible, in the presence of those bidders who chose to attend.

The technical bids shall be evaluated jointly by the committee of approved by the DDH among the feasible proposal, the proposal satisfying technical parameters and other conditions of ToR shall be awarded the work order.

The agency shall be solely responsible for any cost they may incur for a site visit, transport, taxes, postage, telephones etc. in the process of submission of the proposal. The Deputy Director of Horticulture, Sambalpur reserve the right at its absolute discretion to accept or reject any of the proposals without assigning any reason / reasons.

Should they require any further information they may contact the Deputy Director of Horticulture, Sambalpur.

  
Deputy Director of Horticulture  
Sambalpur

Memo. No. 1069

Dt. 04-04-2023

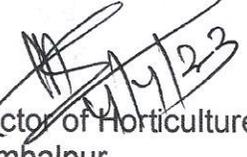
Copy forwarded to DIPRO, Sambalpur with a request to send and publish the advertisement through I& PR Department, Odisha.

  
Deputy Director of Horticulture  
Sambalpur

Memo. No. 1070

Dt. 04-04-2023

Copy forwarded to the DIO, NIC, Sambalpur with a request to upload this notice in the district portal ([www.sambalpur.nic.in](http://www.sambalpur.nic.in)).

  
Deputy Director of Horticulture  
Sambalpur

## Terms of Reference

### A. Brief description of the work

The scope of work and supply given herein describes the minimum requirements and guidelines to the Contractor for the complete engineering, supply and procurement of material and supervision of fabrication, erection, testing, commissioning and establishing 1 no. of 2 MT Lemon Grass Oil Extraction Unit in Sambalpur District under Deputy Director of Horticulture, Sambalpur.

### Important Dates

The Deputy Director of Horticulture, Sambalpur would endeavor to adhere to the following schedule

Sl. No.	Parameters	Date & Time
1	Issue of RFQ document	19-04-2023
2	Submission of the proposal document	26-04-2023
3	Opening of the proposal document	27-04-2023

### B. Communications

All communications including the submission of the proposal should be addressed to

The Chairman,  
Deputy Director of Horticulture, Sambalpur  
At- Farmroad, Po- Modipara  
Sambalpur, Pin-768002  
Email : ddhsambalpur@gmail.com

Applicant should submit their proposal in a sealed envelope clearly indicating "Proposal for supply, installation, commissioning and establishing for 1 no. of 2 MT Lemon Grass Oil Extraction Unit in Sambalpur District under Deputy Director of Horticulture, Sambalpur, Dist- Sambalpur".

### C. Scope of work

The scope, in brief, will be as follows

1. Design, supply installation, commissioning & establishing of 2 MT Lemon Grass Oil Extraction Unit includes vessels, condenser, furnace, platform, pump house and factory shed.
2. Bidder shall provide engineering documents and the bill of materials prior to the commencement of the work. After successful commissioning and proper handing

over a three-year onsite warranty for manufacturing defects shall be required for each of the systems.

3. A layout plan of the site clearly indicating the required area for installation of the Lemon Grass Oil Extraction Unit & other components with necessary civil works shall have to be submitted. Work orders shall be issued only after receipt of satisfactory reports suitable for system installation.
4. Bidder to provide a detailed planning schedule for time-bound smooth execution of the project.
5. The installation of the Lemon Grass Oil Extraction Unit has to be completed within 45 (Thirty) days of receiving of work order by the party.
6. Bidder to provide use manuals and warranty cards to the beneficiary
7. On-site warranty for manufacturing defects for 3 (Three) years of faultless operation and assure inventory for maintenance.
8. Providing prompt service facilities to the customers / beneficiaries.
9. Risk liability of all personnel associated with the implementation and realization of the project lies with the bidder.
10. Bidder to provide training of at least 2 (Two) persons nominated by the user, on the various aspects of design and maintenance of the offered system after commissioning of the system.
11. Bidder shall maintain sufficient inventory of the spares to ensure that the system can be made functional within 3 (Three) days from the communication of the breakdown of the system during the warranty period.
12. The contractor shall run the system on a trial basis and shall closely monitor the performance of the system before handing it over.
13. Performance Guarantee Test: Successful performance guarantee test to demonstrate the rated capacity of the Lemon Grass Oil Extraction Unit as per norms shall have to be conducted in presence of representatives of DDH, Sambalpur if required. Wherein they need to assist them with how to use the product and how to maintain and service the Lemon Grass Oil Extraction Unit.
14. Bidder to specify any requirement from the client before the start of execution, installation and commissioning of the project. Any requirement mentioned after the award to the contract needs to be taken care of by the Bidder without any time and cost installation.

D. Technical Specifications:

1. **Heating type:** Steam heating ,use wood, steam going to extraction tank's bottom directly
2. **Volume of extracting tank:** 3000L+3000L,tanks will stand at floor directly
3. **Condenser:** Coil type, heating area 3 square meter
4. **Input Capacity:**200kg lemon grass per batch
5. **Extracting time:** within 2 hours per batch
6. **Extracting temperature:** Indoor temperature~100°C

7. **Cooling media:** Water 5T/h or connect to Circulating cooling water tower

8. **Temperature control:** Water in interlayer for thermal insulation

9. **Equipment Material: Stainless Steel**

10. **Size:** L7800xW4460xH4950

The following instructions may be strictly adhered to while implementing the scheme:

- It is to be ensured that the components for the project is born by Deputy Director of Horticulture, Sambalpur.
- This project shall not be eligible for any capital investment subsidy.
- The above approve project should be implemented strict as per the MIDH norms and guidelines.
- The component of Lemon Grass Oil Extraction Unit shall include provision of vessels, condenser, furnace, pump house with watchman room and factory shed. Any mandatory rules & regulations (BIS, ISO, IS etc) relevant to the items must be complied with during execution of the project.
- The maximum admissible cost (including civil structure & plant & machinery) per unit is Rs.15.00 lakh only under DMF Sambalpur. But the actual amount of the project will be calculated as per the evaluation made by the Joint Inspection Team.
- Photographs shall be taken in 3 phases i.e. before, during & after completion of the work in the GPS enables camera.

#### E. Selection Criteria

1. The selection will be done in a 2 stage process. The applicants are requested to quote the Tender in a sealed envelope i.e. Technical bid indicating prerequisites as per specimen at Annexure-I (A, B & C) and price bid as per specimen at Annexure-II. The sealed envelopes shall be super scribed as i.e. Technical Bid and Price Bid. Such two separate envelopes are to be submitted in one single sealed cover super scribed with the tender reference number and deposited in the tender box kept in the office of the Deputy Director of Horticulture, Sambalpur on or before the last of receipt of the tender.

2. Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with the bidding process.
3. Any effort by a Bidder to influence the purchaser in the evaluation of contract award decisions may result in the rejection of its Bid.
4. Deviation to the above clause from the time of bid opening to the time of contract award, if any Bidder wishes to contact the purchaser on any matter related to the bidding process, it should do so in writing.
5. The project will be awarded to the Bidder, who submits a responsive Bid, meets the minimum technical criteria for undertaking the project and offers to enter into an operation agreement on the best financial terms.
6. The technical proposals will undergo evaluation as per the criteria and process specified and would be assigned a score. The bidders whose technical proposal meets the minimum threshold score shall be considered for financial evaluation. The authority reserve the right to reject the proposals, which do not meet the technical parameters stipulated.
7. For financial evaluation, the total cost indicated in the financial proposal, will be considered.
8. Proposals will finally be ranked according to their financial quote. The proposal with the lowest cost will be placed in the highest rank.
9. The selected applicant shall be the applicant having the highest score. The second highest applicant shall be kept in reserve and may be invited at its discretion for negotiations in case the first-ranked applicant withdraws or fails to comply with the requirements specified herein, as the case may be
10. The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

The Bidders will be evaluated against a total score of 100 by the evaluation committee. The distribution of the score will be as follows:

Criteria	Marks
At least 20 nos. of Lemon Grass Oil Extraction Unit installed in India in last 3 financial year	20
Presence of a technical support team in Odisha to provide after sale support services	20
Revenue for the financial year April 2021 – March 2023 shall be a minimum of 2 crores INR	20
Minimum 5 installations of Lemon Grass Oil Extraction Unit from April 2021 to March 2023 having a minimum 2 MT of capacity.	20
Recognition for the firm and technology by Govt. of India agencies	20

Any applicant to achieves a score of 80 and above against the total marks of 100 will be deemed to be qualified for the technical capability criteria and are eligible for financial opening of the bids.

#### Evaluation of Financial Proposal:

The financial proposals of all the technical qualified Bidders will be opened on the date and time mentioned by the authority. The financial proposal shall essentially consist of figures for the project as per format. The financial proposal will be evaluated as per Least Cost Selection (LCS) method.

#### F. Terms of payment

The payment should be made after competition installation, commissioning, Testing & verification of the units from the Deputy Director of Horticulture, Sambalpur, Odisha.

## Firm Details

Name of Firm / Contractor / Supplier	
Complete Address & Telephone No.	
Name of Proprietor / Partner / Managing Director / Director	
Phone & Mobile No.	
Name & address of service center nearby Sambalpur	
Whether the firm is a registered firm Yes / No (Attached copy of certificate)	
PAN No. (enclose the attested copy of PAN card)	
GST No. ( enclose the attested copy of the GST certificate)	
Whether the firm has enclosed the Bank Draft / Banker's Cheque / Bank Guarantee from commercial bank of Earnest Money Deposit.	
Whether the firm / agency has signed each and every page of the Tender / NIT	
Please provide a full list of consumables	
Any other information, if necessary	

Authorized signatory of the Bidder with seal

Annexure 1B

Proforma for Performance Statement (for a period of last three years)

Name of the Firm \_\_\_\_\_

Order placed by (Full address of purchaser)	Order No. and Date	Description and quantity of ordered goods	Value of order	Date of completion of delivery	
				As per contract	Actual

Signature and seal of the Bidder

The Bidder shall also furnish the following documents in connection with their past performance.

- a. For supplies made to public sector units and private sector units in India, an affidavit confirming that the performance statement given is correct along with the following supporting evidence.
  - i. Copy of purchase orders
  - ii. Copy of invoices
  - iii. Proof of payment received from purchasers
  - iv. Documentary evidence (Client's certificate) in support of satisfactory completion of the contract

## Financial Capacity

(On the letter head of CA / Statutory Auditor)

Name of Applicant Firm :

The information regarding the Turnover and Net worth in the preceding financial years should be provided in the format below

Particulars	Turnover 2019-20 (Rs. In lakhs)	Turnover 2020-21 (Rs. In lakhs)	Turnover 2021-22 (Rs. In lakhs)	Average turnover in last 3 years (Rs. In lakhs)	Average net worth (Rs. In lakhs)
Average annual turnover and net worth (the financial capacity) in the last 3 financial years of the applicant firm as per certificate of CA / Statutory Auditor					

Signature of the Authorized Signatory

Certificate of the Chartered Accountants / Statutory Auditors based on Audited accounts and other relevant documents of \_\_\_\_\_

(name of bidder) we M/s \_\_\_\_\_ Chartered Accountants / Statutory Auditors, certify that the above information is correct.

Signature and Seal of  
Chartered Accountants Statutory Auditors

## Financial Bid (to be submitted on the firm's letter head)

Sl. No.	Brief description	Capex cost including transportation (a)	Taxes (b)	Annual maintenance for 5 years (c)	Taxes (d)	Total price =(a+b+c+d)

Total tender price in Rupees \_\_\_\_\_

In words \_\_\_\_\_

Place :

Name :

Date :

Business Address :

Signature of Bidder