

## REQUEST FOR QUOTATION - GOODS (RFQG)

Project Title : Assam Skill University Project  
Source of Funding : 4166-IND/ Assam Skill University Project  
RFQ Ref : ASU/ASUP/362/CMN-082/2025/31  
Date of Issue of Request: 09/07/2025  
Package Id : GS02/ASU/CMN/082 (Lot 3)

To :

Sir/Madam:

1. The **Assam Skill University Project (ASUP)** hereby requests you to submit price quotation/(s) for the supply of the following items:

| SL. No | Books title                                 | Details                 |
|--------|---------------------------------------------|-------------------------|
| A.     | Books for the Department of Tourism         | As per Attachment 1 & 2 |
| B      | Books for the Department of Management      |                         |
| C      | Books for the Department of Food Technology |                         |
| D      | Books for the Department of Electrical      |                         |

To assist you in preparing your price quotation, we enclose the necessary Supply and Delivery Schedule (Attachment 1), Technical Specifications (Attachment 2), Form of Quotation, and draft Contract.

### 2. The Quotation shall comprise the following:

- Form of Quotation
- Bid security amounting to **INR 60,000/-** (Rupees Sixty Thousand) only to be paid through online payment mode in the e-procurement portal ([assamtenders.gov.in](http://assamtenders.gov.in)). No exemption on Bid Security is allowed.
- Technical Specifications: confirmation that the offered books and Related Services conform to the required specifications.
- Complete address and contact details of the Bidder having the following information:  
Name of Firm:  
Firm Representative Name:  
Address for communication:

Mobile No.:

Electronic Mail Identification (E-mail ID):

- e) GST Registration Certificate
  - f) Up-to-date valid Trade License.
  - g) PAN card.
  - h) Bank details.
3. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
- (a) you/your firm are/is not a citizen/national of an ADB member country, or
  - (b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
  - (c) you/your firm are/is owned by the Purchaser, or
  - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its Anticorruption Policy (1998, as amended to date), or
  - (e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
  - (f) **Currency Conversion Rate:** The bidder shall clearly mention the applicable currency conversion rate for the month in which the quotation is submitted. This conversion rate will be used to calculate the INR value of books published by foreign publishers.
  - (g) **Publisher Price Proof:** The bidder must attach valid and verifiable price proof from the publisher for each foreign publication title quoted. Accepted formats for price proof include:
    - Publisher's latest printed or digital catalogue (with relevant page highlighted)
    - Screenshot or PDF printout of the publisher's official website showing the listed price.
    - Official proforma invoice or communication from the publisher
4. **Qualification of the Bidder:**
- a. The bidder should be either an Authorized Dealer/ supplier/distributor/firm.
  - b. The bidder must be registered with the Book Seller's Federation (Nation/State) and have been in operation in India for a minimum of 3 years (please enclose the certificate).

- c. To be qualified, you must have experience as an authorized supplier of the books covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience as supplier in at **least one contract of INR 47,00,000.00 (Rupees Forty Seven Lakhs) two contract of INR 36 ,00,000.00 (Rupees Thirty Six Lakh) each or three contract of INR 24,00,000.00 (Rupees Twenty Four Lakh)** each of similar to the items in the supply schedule of this contract.
  - d. The bidder should have average annual financial Turnover during the last three years of **INR. 89 Lakh** (Please submit audited CA certified turnover certificate for the last three Financial Years **2021-22, 2022-23, 2023-24** with valid UDIN)
  - e. Price Quotation should contain the price for all items. If the price quotation is missing any item, then the quotation will be rejected.
  - f. If any of the item is quoted as zero value or without any value then same will be considered as not quoting the item and accordingly the quotation will be rejected.
5. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

#### **Preparation of Quotations**

- (a) Your price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached **Form of Quotation** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be **Indian Rupees (INR)**.
- (b) The prices should be quoted for supply and delivery to Assam Skill University, Mangaldoi, Assam and should be accompanied by adequate technical documentation and other printed material or pertinent information (in English language) for each item quoted.
- (c) Your quotation must be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) Your quotation(s) should be valid for a period of **60** days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for three years.

### **Submission and Opening**

- (e) Electronic bidding submission procedures shall be:  
The RFQ documents will be uploaded in the E-Tendering portal (<https://assamtenders.gov.in>) and will be visible to all viewers. Intended bidders can login to the portal with their already registered ID's and can download the Bidding documents. They will then upload/submit the quotations with the signed and scanned copy of required documents mentioned in the bidding document in PDF format except the "PRICE SCHEDULE" (i.e. BOQ document), which is required to be filled by bidders in templates available in Excel format in addition to signed & scanned copy in pdf format.
- (f) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by **23/07/2025 at 2.30 PM** with the required documents.
- (g) Electronic bid opening procedure shall be as follows:  
Quotations Opening- Concerned/designated officials of ASUP will login to E-Tendering portal with their respective DSC's. Once all the designated officials complete their login procedure, then the Bid is considered to be opened. There after the submitted quotations would be downloaded for evaluation.
- (h) Quotations shall be opened electronically, in the presence of participating suppliers' representatives who choose to attend, on **23/07/2025 at 3.00 PM** and at the following address.

O/o of the Chief Executive Officer  
Assam Skill University Project (ASUP),  
3<sup>th</sup> Floor, DECT Building, Guwahati 781008

### **Evaluation and Comparison**

- (i) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
- (j) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- I. where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - II. where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If you refuse to accept the correction, your quotation will be rejected.

## **Award of Contract**

- (k) The Purchaser shall award the contract to the Supplier whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation. Accordingly, award will be given to only one supplier.
- (l) The Supplier whose quotation has been accepted will be notified by the Purchaser within **42 days** (Forty-Two Days) from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.
- (m) The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**.
6. Further information can be obtained from:
- |         |   |                                                                                               |
|---------|---|-----------------------------------------------------------------------------------------------|
| Name    | : | O/o the Chief Executive Officer                                                               |
| Address | : | PMU, Assam Skill University Project (ASUP),<br>3 <sup>rd</sup> Floor, DECT Building, Rehabari |
| E-mail  | : | asup.assam@gmail.com                                                                          |
7. The Purchaser has received funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
8. Under **ADB's Anticorruption Policy** (1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
9. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):<sup>1</sup>

(a) Name of Institution: \_\_\_\_\_

(b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_

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<sup>1</sup> Any such disclosure shall be forwarded by the Purchaser to ADB.

(c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_

10. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:<sup>2</sup>

(a) Nature of the offense/violation: \_\_\_\_\_

(b) Court/Area of jurisdiction: \_\_\_\_\_

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): \_\_\_\_\_

(d) Other relevant details: \_\_\_\_\_

11. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
12. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
13. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
14. The purchaser reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all bids, at any time prior to the awards of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the purchaser's actions.

Sincerely,

Sd/-  
Chief Executive Officer,  
Assam Skill University Project

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<sup>2</sup> Any such disclosure shall be forwarded by the Purchaser to ADB.