

# Appropriate Technology India (AT India)

ADMIN OFFICE

179, Kalyan Kunj, Panditwadi, Dehradun-248007, Uttarakhand, India

REQUEST FOR QUOTATION (RFQ)

## Request for Quotation for Supply - Seeds and Fertilizer – in Himachal Pradesh

Date: 01/08/2025

RFQ-ID: ATI-RFQ-AGR-P0809-2025-12

### 1. Introduction

Appropriate Technology India (AT India), an Indian NGO registered under the Societies Act 1860 has been working in Uttarakhand since 1994 with dual objectives of biodiversity conservation and economic development. These objectives can be achieved only when the local communities secure economic and managerial control over their natural resources and have access to necessary information technical and financial. support. This incentive motivates them to work actively toward the long-term conservation of these resources This premise continues to inform AT India's strategy to assist village communities in Uttarakhand towards conserving their natural resources and biodiversity while developing economic opportunities through enterprise utilizing natural resources (natural resources-based products and NTFP) in an equitable. economically and environmentally sustainable manner.

### 2. Scope of Work

The purpose of this RFQ is to invite quotations from qualified suppliers for the **supply, testing, and delivery** of agricultural inputs — **NPK fertilizer, Trichoderma bio-agent, and Coriander seeds.**

#### Items and Technical Specifications

##### A. NPK Fertilizer

| Parameter        | Specification                                                 |
|------------------|---------------------------------------------------------------|
| Type             | NPK Complex Fertilizer (e.g., 10:26:26 / 12:32:16 / 19:19:19) |
| Form             | Granular or water-soluble (as per crop requirement)           |
| Nutrient Content | As per label claim and FCO standards                          |
| Moisture Content | Below 1.5%                                                    |
| Packaging        | 50 kg / 45 kg HDPE bags with proper labeling                  |
| Shelf Life       | Minimum 1 year from manufacturing date                        |

|               |                                                         |
|---------------|---------------------------------------------------------|
| Certification | Must comply with FCO (Fertilizer Control Order) 1985    |
| Quantity      | [Specify quantity, e.g., 2 MT or 40 bags of 50 kg each] |

## B. Trichoderma Bio-Agent

| Parameter        | Specification                                                                       |
|------------------|-------------------------------------------------------------------------------------|
| Type             | Trichoderma viride / Trichoderma harzianum (as per requirement)                     |
| Formulation      | Wettable powder / talc-based formulation                                            |
| CFU Count        | Minimum $2 \times 10^6$ CFU per gram                                                |
| Carrier Material | Sterilized talc / lignite base                                                      |
| Moisture Content | Below 12%                                                                           |
| Packaging        | 1 kg laminated pouch / bag                                                          |
| Shelf Life       | Minimum 6 months from manufacturing date                                            |
| Certification    | Product must be registered under CIB&RC and conform to FCO bio-fertilizer standards |
| Quantity         | [Specify quantity, e.g., 100 kg]                                                    |

## C. Coriander Seeds

| Parameter        | Specification                                                                        |
|------------------|--------------------------------------------------------------------------------------|
| Variety          | Improved / High-yielding variety (e.g., CO-4, Gujarat Coriander-2, or equivalent)    |
| Purity           | Minimum 98%                                                                          |
| Germination Rate | Minimum 80%                                                                          |
| Moisture Content | Not more than 10%                                                                    |
| Treatment        | Untreated or Trichoderma-treated (as per requirement)                                |
| Packaging        | 1 kg / 5 kg airtight, moisture-proof bags                                            |
| Certification    | Must conform to Seed Certification Standards (NSC / State Seed Certification Agency) |
| Quantity         | [Specify quantity, e.g., 100 kg]                                                     |

The supplier shall:

1. Supply the items as per the above specifications and standards.
2. Ensure quality control through testing and certification prior to dispatch.
3. Provide documentation — product data sheets, test reports, and batch details.
4. Deliver the materials to the designated location(s) within the agreed timeframe.
5. Ensure packaging suitable for transportation and storage under rural conditions.
6. Replace any damaged or substandard items found during inspection or within the shelf-life period.
7. Provide technical support, including product usage guidelines and safety instructions.

### 3. Eligibility Criteria

The bidder must fulfill the following minimum eligibility requirements:

1. The firm must be a **registered entity** (Company / Partnership / Proprietorship / Cooperative / NGO / Vendor / Contractor).
2. Must possess a **valid GST registration** and **PAN card**.
3. Must have at least **2 years of relevant experience** in the specified category.
4. Should not have been **blacklisted** or **debarred** by any government or donor agency.
5. Must have an **average annual turnover** of at least ₹[Amount] during the last three financial years (if applicable).
6. For specialized categories (Civil, IT, Renewable Energy, Consultancy, etc.), relevant **technical certifications** or **licenses** are mandatory.

### 4. Documents to be Submitted

Bidders shall submit self-attested copies of the following documents along with the quotation:

1. Company Profile with Address and Contact Details.
2. Valid Registration Certificate / Trade License.
3. PAN Card and GST Registration Certificate.
4. Copy of latest **Income Tax Return (ITR)** or Audited Financial Statements (last 3 years).
5. Work Experience / Completion Certificates for similar assignments.
6. Technical Brochure / Specification Sheet (for equipment or material supply).
7. Declaration stating the firm is not blacklisted by any organization.
8. Authorization Letter (if submitting on behalf of a principal supplier or OEM).

## 5. Evaluation Criteria

Proposals will be evaluated based on:

| Criteria                                      | Weightage |
|-----------------------------------------------|-----------|
| Technical proposal and understanding of scope | 30%       |
| Relevant experience and past performance      | 25%       |
| Quality and specifications of materials       | 20%       |
| Financial quotation                           | 25%       |

## 6. Delivery Location

Project villages, at distt Sirmour Himachal Pradesh (exact locations to be provided at the time of order placement).

## 7. Technical Requirements

The bidder shall provide detailed information in line with the category requirements:

### a) For Supply Categories (Agriculture Inputs, IT Hardware, Stationery, Renewable Energy)

- Detailed **technical specifications**, brand, and model.
- Compliance with **required standards** (e.g., BIS/ISO/ISI).
- **Warranty** and **after-sales support** details.
- **Delivery timeline** and installation support (if applicable).

### b) For Works (Civil Construction & Maintenance)

- Bill of Quantities (BoQ) with **item-wise rates**.
- Compliance with **drawings, specifications, and materials standards**.
- **Execution timeline**, manpower plan, and safety compliance.
- **Quality assurance** measures.

### c) For Services (Consultancy, Livelihood, Skill Development, Transport)

- **Technical proposal** detailing methodology and work plan.
- Team composition with qualifications and experience.
- Timeline, deliverables, and reporting mechanism.

## 8. Terms and Conditions

- **Quotation Validity:** Minimum 60 days from the date of submission.
- **Price Basis:** Inclusive of all applicable taxes, duties, transportation, and delivery at site.
- **Payment Terms:** Within 30 days of satisfactory delivery and acceptance of goods/services, against invoice and delivery challan.
- **Delivery Period:** As mentioned in the purchase order or work order.
- **Performance Guarantee:** May be required for high-value procurements or works.
- **Right to Accept or Reject:** The organization reserves the right to accept or reject any or all quotations without assigning reasons.

- **Evaluation Criteria:** Based on **technical compliance**, **price competitiveness**, and **past performance**.
- **Penalty Clause:** Delay in delivery or non-compliance may attract penalties as per organization policy.
- **Confidentiality:** All documents and communications related to this RFQ are confidential.
- **Jurisdiction:** Any dispute arising out of this RFQ shall be subject to the jurisdiction of Dehradun, Uttarakhand.

## 9.Submission Deadline

**All proposals must be received by 05/09/2025 at the following:**

**Contact for Clarification:**

**Address:** ADMIN OFFICE 179, Kalyan Kunj, Panditwadi, Dehradun-248007, Uttarakhand, India

**Email:** [Admin@atindia.org](mailto:Admin@atindia.org)

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