



No.G.28012/36/2020-IFAD-SCRAM/PROC

Dated Aizawl, the 16th August, 2021

Meeting minutes for the bid opening of “Supply of Brush Cutter Set”

Attendance: Enclosed (Form 1)

A meeting for the opening of bids (Request for bid) was held on 16th August, 2021, 3:00 PM at the office chamber of the Chief Executive Officer, SCRAM and State Project Director, FOCUS (CEO & SPD, SCRAM-FOCUS). The meeting was chaired by the CEO & SPD, SCRAM-FOCUS and was attended by officials from PMU, FOCUS and interested bidders through a virtual conference (Zoom conference).

At the onset, the CEO & SPD, SCRAM-FOCUS thanked all members who participated the session and requested the Procurement Officer to give a brief narrative of the procurement process. The Procurement Officer highlighted the following information as how the procurement was undertaken and way forward to completed the process.

Background: The project (FOCUS-Mizoram), on behalf of SCRAM has undertaken the procurement for “Supply of Brush Cutter Set” for agricultural purpose to be distributed to the Farmer Interest Group (FIGs) in each district areas. The required quantity issued was for 300 units, to be delivered on the Office of CEO & SPD, SCRAM-FOCUS as mentioned in the bid document.

Mode of procurement: The project follows IFAD procurement guidelines as per directions of the “Letters to the borrower” and “Financing Agreement” of the project design.

The procurement was advertised at a national level through a National Competitive Bidding (NCB) as approved in the Procurement Plan 2021-22. The bid was advertised from 16th July, 2021 till 16th August, 2021 (2:00 PM).

Evaluation:

- The evaluation shall be undertaken by the Evaluation Committee as nominated by the bid opening committee- **Enclosed (Form 3)**
- The evaluation shall be based on Module K2: General Evaluation Procedures for Goods, Works and Non-Consulting Services of IFAD Procurement Handbook, 2020 edition.
- Every stage of evaluation shall be reviewed by the CEO, SCRAM and approved in order to be valid.
- The project shall publish the result of the Technical Evaluation on the website of FOCUS-Mizoram. All bidders are requested to regularly check the website for information.
- All firms who qualified technical evaluation shall provide one sample each of their product for inspection by the evaluation committee as mentioned in Section VI/Technical Specification/Inspection and Test of the bid document for further evaluation.
- Based on the outcome of material/sample inspection, the Evaluation Committee may recommend the lowest price bid along with technical evaluation.





SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM (SCRAM)
Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram



Notice of Intend to Award Contract (NOITA):

The project shall issue NOITA after all evaluations are completed and approved by the CEO, SCRAM or Co-Chairman, SCRAM to be shared with all bidders who had participated the bid (qualified for financial evaluation). NOITA shall be published on the website of FOCUS-Mizoram.

Award of contract:

The project shall arrange a negotiation in the conditions of the contract and subsequently award contract to the most qualified bidder after obtaining approval from SCRAM.

After hearing all necessary information related to the procurement process from the Procurement Officer, the bid opening was conducted by the Finance Manager and the Bid Opening Committee has inspected the bid forms, initialed with date and checked the authenticity of the documents.

List of Bidders: Enclosed (Form 2)

No. of bids received on time : **6 (Six)**

No. of late bids : **NA**

The Bid Opening Committee handed the bid documents to the Procurement Officer and to be evaluated by the Evaluation Committee.

Appointment of Bid Evaluation Committee: Enclosed (Form 3)

On the recommendation of the Bid Opening Committee, the following Officers and Staffs are hereby appointed for the Evaluation Committee:

Sl. No.	Designation	Appointed for
1	Deputy Director, Horti, PMU FOCUS	Chairperson
2	Manager, F&A, PMU FOCUS	Evaluator
3	Procurement Officer, PMU FOCUS	Evaluator
4	Technical Officer, Horti, PMU FOCUS	Evaluator

After the session of bid opening is done, the CEO & SPD, SCRAM-FOCUS thanked all members participated in the meeting/session and request the Evaluation Committee to have a fair and transparent evaluation.

The meeting/session ended with thanks from the chair.


(R.K. NITHANGA)
Chief Executive Officer, SCRAM
&
State Project Director, FOCUS





SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM (SCRAM)
Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram



FORM-1
ATTENDANCE SHEET

Bid Opening for "Supply of Brush Cutter Set"
 Venue: Office of the Chief Executive Officer, SCRAM and State Project Director, FOCUS
 Date: 16th August, 2021; Time: 3:00 PM

Officials from PMU, FOCUS

Name	Designation	Signature
R.K. NITHANGA	CEO & SPD, SCRAM-FOCUS	
HMANGAIHZUALI	DD, Horticulture, PMU	
ROSY LALMUANSANGI	DD, LR.S&WC, PMU	TOUR
LALMUANSANGA	Manager, F&A	
LALTHANPUIA	Manager, M&E	
LALNGILENIA	Dy. Manager, MIS	
DAVID GOLIANPIANGA	Procurement Officer	
LALDINTLUANGA	Technical Officer, Horticulture	

Bidders participated through virtual mode

Name of the firm	Email id	Contact number
East India Consortium		9402399801
Johnson Diesel Sales Services		8414038682

Acknowledged by,



(R.K. NITHANGA)
 Chief Executive Officer, SCRAM
 &
 State Project Director, FOCUS



SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM (SCRAM)
Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram



FORM- 2

List of Bid received

Assigned abbreviation	Name of Bidder
Bidder 1	V. L Machinery & Tools, Aizawl
Bidder 2	Johnson Diesel Sales & Services, Aizawl
Bidder 3	East India Consortium, Guwahati (Assam)
Bidder 4	VSM International Pvt. Ltd. Hisar
Bidder 5	Ratnagiri Impex Pvt. Ltd. Bangalore
Bidder 6	Tilak Aakriti Services, Kolkata
Bidder 7	
Bidder 8	
Bidder 9	
Bidder 10	

Acknowledged by,




(R.K. NITHANGA)
Chief Executive Officer, SCRAM
&
State Project Director, FOCUS



SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM (SCRAM)
Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram



FORM-3

Proposed Evaluation Committee

Sl. No.	Designation	Appointed for
1	Deputy Director, Horti, PMU FOCUS	Chairperson
2	Manager, F&A, PMU FOCUS	Evaluator
3	Procurement Officer, PMU FOCUS	Evaluator
4	Technical Officer, Horti, PMU FOCUS	Evaluator

Approved by,




(R.K. NITHANGA)
Chief Executive Officer, SCRAM
&
State Project Director, FOCUS