Seven Sisters Development Assistance (SeSTA)

A society registered under Societies Registration Act. XXI of 1860.

Registration No: KAM(M)/240/A-28/431

Ref. no. **SeSTA/Ghy/524/2026-27**

e-TENDER DOCUMENT FOR SUPPLY OF ANIMAL FEED (MIXED / PELLET FEED)

Tender Fee Rs. 1,000/- (non-refundable)

Date of Tender Publishing	16/11/2026 at 18:00 hrs
Last date of Tender submission	22/11/2026 at 23:00 hrs
Opening of Technical Bids	23/11/2026 at 10:00 hrs
Opening of Financial Bids	23/11/2026 at 10:00 hrs
Deadline of Result Publication	within 3 days from date of technical & financial bids opening

1. About the SeSTA:

Seven Sisters Development Assistance (SeSTA) is a culmination of efforts to initiate development work to empower communities in remote rural areas of NE India. Registered in the year 2011, under Societies Registration Act (SRA),1860. SeSTA was conceived to put systematic effort for socio-economic development of NE by building capabilities of poor communities, promoting and strengthening their institutions to facilitate them out of poverty and meaningfully participate in the global economy.

SeSTA collectivizes women to form Self Help Groups (SHGs), builds their capabilities and strengthens livelihood systems to alleviate mass poverty in far flung villages of Northeast India. Scientific agriculture interventions in food crop and vegetable crops, Natural Resources Management and supporting the intensification and diversification of other livelihoods portfolio like goat rearing, piggery, fisheries, mushroom cultivation, access to clean energy, work on gender justice and governance has helped economically and socially empower communities in these villages.

2. Submission of e-Tender:

a. Seven Sisters Development Assistance (SeSTA) invites for **e-tender for supplying Animal Feed (mixed/pellet feed made of maize, rice polish, de-oiled rice bran and mineral mixture) – 62.5 MT (2500 bags of 25 kg)** as per specifications mentioned in Annexure 2. The bidding documents should be submitted to SeSTA on or before the stipulated date and time. The technical bid and the financial bid must be arranged as separate files named "Technical Bid - (name of supplier)" and "Financial Bid - (name of supplier)" and uploaded separately in the respective sections.

b. Please submit the e-tender at: **https://sesta.org/tenderrfq/**

c. Kindly keep visiting the website of SeSTA for any updates related to the same.

d. For any queries or any technical glitches while submission related to this e-tender may be addressed on or before the above stipulated date and time only through email to **procurement@sesta.org**

3. Terms & Conditions:

1. The e-tenderer/bidder may be a proprietary firm or Partnership firm legally constituted. **(Copy of Trade License/Partnership Deed or any other relevant document of the firm, along with address proof, to be attached).**

2. The bidder should be an **authorized dealer/distributor** of the mentioned item and brand. **(Copy of dealership/distributor certificate to be attached).**

3. The e-Bidder must have a **minimum average annual financial turnover of at least 80% of the estimated cost of the work** during the last two financial years ending 31st March 2026. **(Audit report – Balance Sheet and Profit & Loss Account – for FY 2024-25 and 2025-26 to be submitted).** The bidder should not have incurred any loss in the last two financial years.

4. The bidder should not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceedings for any of the foregoing. **(An undertaking by the bidder has to be submitted).**

5. Applicant should not have been blacklisted/debarred by the Depts./Ministries of the Govt. of India/State Govt./Semi-Govt./PSUs **(A self-declaration/no conviction undertaking has to be submitted).**

6. The bidder should be registered for GST and PAN **(copy of GST and PAN Card to be submitted).** The bidder should also give an undertaking on the letter head that all the documents/certificates/information submitted against the tender are genuine; if any is found false or forged, action as deemed fit may be initiated by SeSTA at its sole discretion.

7. Interested bidders who wish to participate in the tender shall pay Rs. 1,000/- (Rupees One Thousand only) non-refundable as Tender Fee in the form of Demand Draft or electronic transfer (NEFT/IMPS) in favour of "SeSTA Main", payable at Bongaigaon, to the bank account given below: **(Receipt to be attached)**

Name:	SESTA -MAIN
Account No.:	1501104000033868
IFSC Code:	IBKL0001501
MICR Code:	783259002
MICR Code:	783259002

8. The Total value of the work is ₹ 18,00,000/- (Rupees Eighteen Lakhs Only). The Bidder shall deposit, as part of bid security 2% of the Purchase/Work order value at the time of acceptance of Purchase/Work Order in the form of Demand Draft or online transfer (NEFT/IMPS) in favour of "SeSTA Main" payable at Bongaigaon, to the above account.

9. The successful bidder's EMD will be discharged upon the bidder's completion of the supply as per the contract bid and terms submitted to SeSTA and to SeSTA's satisfaction. No interest is payable on EMD. The EMD may be forfeited in the case of the successful bidder, if the bidder fails to sign the contract/accept the Purchase Order; or refuses to honour his/her own quoted price for any of the items or part thereof. In these cases, the bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of Intent.

10. The receipt of Tender Fee has to be uploaded while applying along with the technical bid and the financial bid. **The tender received without tender fee shall be rejected outright.**

11. The tenderer should submit the duly filled Format for technical bid of the tender (Annexure 1) along with supporting documents and catalogues/brochures with enclosure no. serially.

12. The bidder/supplier has to bid for **all the materials mentioned in the tender document**. No partial bid for separate item will be allowed for this tender process and the bid will be cancelled if it is for partial items.

13. The Bidder's name stated on the proposal shall be the exact legal name of the firm.

14. The tender should be submitted in accordance with the instructions and conditions and any tender not conforming thereto is liable to be rejected. The instruction shall form the part of the tender and contract. The tender shall be complete with all documents.

15. The financial bids of those bidders will be considered who qualify under technical bid.

16. The prices quoted must be **inclusive of all taxes, packing, loading & unloading, and transportation charges** and material cost to deliver materials at the delivery locations as indicated in the Purchase Order. Place of delivery is given in Annexure 3. The applicable rates of GST and amount should be clearly mentioned in the financial bids.

17. The Specifications of materials and quantities are in Annexure 2. The bidders, at their own responsibility/cost/risk, are advised to visit and examine the site of works/delivery and obtain all information necessary for preparing the bid. It shall be deemed that the bidder has gone through the tender document and is fully acquainted with the specifications and other prevalent conditions/price fluctuations.

18. Submitted quotations should be valid for at least **30 days**.

19. The vendor should supply materials within **21 days** of placing the purchase order.

20. The tender results will be declared within 3 days of the tender opening date and the successful bidder will be sent the Purchase Order (PO) through email. The bidder shall within 3 days of receiving the Purchase Order give its acceptance along with cancelled cheque/copy of passbook. Failure to do so shall be sufficient ground for cancellation of the acceptance of the Purchase Order, in which case SeSTA may make the offer to any other bidder or call for new bids.
21. Late/delayed tenders received due to any reason, whatsoever, will not be accepted under any circumstances. If a holiday falls on any of the scheduled dates, the schedule (submission & opening both) shall be considered on the next working day.
22. The Bidder shall bear all costs associated with the preparation and submission of its Bid. Seven Sisters Development Assistance (SeSTA) shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process. No post bid clarification at the initiative of the bidders shall be entertained.
23. The tenderer should sign at each page of the technical and financial bid documents and all its annexures. No page should be removed/detached from the tender document.
24. In case two or more agencies are found to have quoted the same rates, the competent authority, Seven Sisters Development Assistance (SeSTA) shall decide about the agency to which the offer shall be granted based on the past credentials/report on the past performance of the firm, and length of experience etc. The decision of the competent authority, SeSTA shall be final and binding, and no communication in this regard will be entertained.
25. 50% payment in advance on acceptance of Purchase Order and 40% will be released after delivery of the materials in good condition.
26. The EMD money and remaining 10% will be released after satisfying all the conditions as per the tender terms and condition.
27. If the vendor is unable to deliver the goods/materials within the agreed timeline, the Earnest Money Deposit (EMD) and 10% of the total contract value shall be forfeited.
28. The evaluation of the bids shall be based on the scoring sheet given as Annexure-4.
29. Formulation will be used to determine the combined final evaluation score of both the technical and financial proposal. Proposal will finally be ranked according to their combined technical (Tb) and financial (Cb) Scores as follows:

    Bb=(0.6*Tb+(0.4)*(Cmin/Cb)*100, Where
    Bb=Overal Combined score of bidders under consideration (calculated up to two decimal points).
    Tb=Technical score of the bidder under consideration.
    Cb=Financial bid value of the bidder under consideration.
    Cmin=Lowest financial bid value among the financial proposal under consideration.

30. Seven Sisters Development Assistance reserve the rights to cancel the tender process/all bids without giving any reasons. It will have no liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such actions (s).
31. The tender document doesn't purport to contain all the information bidders may require. They should conduct due diligence, check the information accuracy, reliability, and completeness and obtain independent advice from appropriate sources. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The procuring entity its employees and other associated agencies

accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Annexure 1

Format for technical bid of the tender

Sl. No.	Description of requirement	Enclosed	Enclosure No.
1.	Whether the firm is registered as proprietary firm/Partnership firm or any legal entity (Registration Certificate/Trade License/Partnership Deed)	Yes/No	
2.	Bidder should not be insolvent, bankrupt, etc. (Self-Undertaking)	Yes/No	
3.	Annual turnover from the supply business – annual audit reports (Balance Sheet and Profit & Loss Account) for last two Years (2024-25 & 2025-26)	Yes/No	
4.	Copy of GST Registration and PAN	Yes/No	
5.	Declaration by the bidder that he/she has not been blacklisted/debarred by the Department/Ministries of the Govt. of India/State Govt./Semi Govt./PSUs	Yes/No	
6.	Receipt of Tender Fee	Yes/No	
7.	Certificates of dealership/distributorship	Yes/No	
8.	Brochures/catalogues of the specified items	Yes/No	
9.	Undertaking to adhere to the timelines for delivery of goods/materials	Yes/No	
10.	Financial Bid proforma/quotation completed (Annexure 2)	Yes/No	

Declaration of the Tenderer: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We agree that the documents and information provided are true to our knowledge, and if found incorrect, our application will be cancelled automatically.

(Signature of Tenderer with seal) Name:

Place: Seal:
Date:

Office Address:

Annexure 2

Specification of materials and quantity:

Sl. No.	Name of materials	Variety/Description	Quantity	Rate (Rs)	Total Amount (Rs)
1	Animal Feed (Mixed / Pellet)	Maize, rice polish, de-oiled rice bran and mineral mixture, as per composition in specifications	2500 Bag (25 kg)		
				Total	

Total Amount in Words: INR _____

I/We hereby confirm that the above financial bid is valid for a period of _____ days and includes all applicable taxes, duties, and charges unless otherwise mentioned.

Signature of Authorized Signatory: _____ Name: _____ Designation: _____ Date: _____ Seal: _____

Technical specifications

2.1 Animal Feed (Mixed / Pellet Feed) (62.5 MT – 2500 bags of 25 kg)

Type: Compounded animal feed in mixed (mash) or pellet form, as quoted by the bidder **Composition:** Maize; Rice polish; De-oiled rice bran (DORB); Mineral mixture **Proportion:** Bidders must state the percentage (by weight) of each ingredient in the offered feed. Indicative: Maize 45%, Rice polish 25%, De-oiled rice bran 27%, Mineral mixture 3% **Nutrients:** Bidders must declare crude protein, crude fat, crude fibre, moisture (maximum 12%) and ash on the bag/label **Brand:** Topaz/ Wamul/ Godrej/ Anmol or equivalent. Manufacturer/brand name to be mentioned by the bidder (brand available in Assam) **Packing:** 25 kg new, stitched, moisture-proof bags (one bag per household) with label showing brand, composition, batch no., manufacturing and expiry date **Quantity:** 62.5 MT (62,500 kg) – 2500 bags of 25 kg

2.2 Quality, Packing and Delivery Conditions

- Feed must be fresh, free from fungus, mould, insects, odour, adulteration and foreign matter
- Ingredients must be of good quality; the same composition must be supplied as declared in the quotation
- Minimum remaining shelf life of 2 months at the time of delivery
- Samples of the feed and the manufacturer's analysis report may be asked for before the Purchase Order and may be tested at SeSTA's discretion
- Damaged, torn, wet or substandard bags will be rejected and must be replaced by the supplier at own cost within 7 days
- Delivery at the locations indicated in the Purchase Order, with unloading and stacking by the supplier

Note: The proportion of ingredients and the shelf life above are indicative and may be revised by SeSTA before issue of the tender.

Annexure 3

Place of Delivery with quantity of the Materials

Name of district	Contact Details & Address	Materials	Quantity
Sivasagar district	Village-wise delivery points in Sivasagar district, Assam, as communicated by SeSTA through the Purchase Order	Animal Feed (Mixed / Pellet)	As per Purchase Order (lot-wise)
Charaideo district	Village-wise delivery points in Charaideo district, Assam, as communicated by SeSTA through the Purchase Order	Animal Feed (Mixed / Pellet)	As per Purchase Order (lot-wise)
Jorhat district	Village-wise delivery points in Jorhat district, Assam, as communicated by SeSTA through the Purchase Order	Animal Feed (Mixed / Pellet)	As per Purchase Order (lot-wise)

Lot-wise quantities and exact delivery locations (with contact persons) will be communicated in advance through the Purchase Order. Transportation, loading and unloading charges are to be considered in the quoted rates.

Annexure 4

Scoring

Sr. No.	Criteria	Full Score
1	**Experience in Years (based on establishment)** >5 years – 20 points 2 to 5 years – 10 points <2 years – 5	10
2	**Average Turnover in last 2 years** >Rs. 20 Lakhs – 10 points 20 to 10 Lakhs – 7 points <10 Lakhs – 5 points	10
3	**Timelines for delivery of materials/services/Assignment (days includes non-working days as well)** • Within 21 days from the date of receipt of Purchase Order – 10 points • Within 22-30 days from the date of receipt of Purchase Order – 5 points • More than 1 Months – 0 points	10
4	**Submission of technical documents**	20
5	**Financial – Bid Value**	50