



NORTH EAST INDIA COMMITTEE ON RELIEF AND DEVELOPMENT

Community living in harmony with God, one another & environment

Phone: +91 364 2507306 | Email: charity@neicord.org | Website: www.neicord.org

REQUEST FOR QUOTATION (the "RFQ")

From:

**North East India Committee on Relief and Development
(NEICORD)**

Near Bijini Complex, Bhagyakul
Laitumkhrah
Shillong – 793003
Meghalaya, INDIA
Tel: 0364-2507306
Email: charity@neicord.org

Date: 28th April 2026

Subject: REQUEST FOR QUOTATION in Shillong

Project: # CFGB 3175 Food Security and Livelihood Improvement Project

Bids to be submitted via email to NEICORD_ charity@neicord.org or by speed post in above mentioned address.

Closing deadline: Time: 24:00 (Indian time) Date: Monday 04 May, 2026

Submission Requirements: North East India Committee on Relief and Development (NEICORD), is hereby requesting a quotation for the purchase of **Fruit Saplings** indicated below for villages of West Karbi Anglong District. Your company/Nursery is invited to make a submission based upon the conditions stated in this RFQ.

LOT	COMMODITY	QUANTITY	**DDP DESTINATION	DELIVERY BEFORE/BETWEEN
A	Banana Saplings	24240 nos	15 Villages of West Karbi Anglong District, State- Assam, Pin Code- 782485, Name of the villages are as below:- 1. Ghelani 2. Satgaon Tillapara 3. Rongkuroi 4. Rengthama 5. Jaljuri 6. Longbui Sawra 7. Longbui Boro 8. Upper Lutumari 9. Hanglokrok 10. Ajarguri Ronghang 11. North Rongkhang 12. East Bhelapara 13. Mugasong	16 th May to 10 th June 2026
A	Papaya Saplings	32320 nos		
A	Assam Lemon	32320 nos		
A	Mango Saplings	16160 nos		



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			14. Bhelapara Sawra 15. South Bhelapara	
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Part I: Instructions to Proponent

1. A Submission must clearly indicate the following on the quotation form in Schedule “B” to this RFQ:
 - a. Name and address of the Proponent;
 - b. Unit price for the Goods;
 - c. Transport cost up to delivery place: by truck (as applicable);
 - d. Total delivery duty paid (including all fees and taxes) to final destinations per Trip prices;
 - e. Total numbers;
 - f. Confirmed delivery schedule;
 - g. Detailed specifications (if different from stipulated specifications);
 - h. Country of origin;
 - i. Currency in INR;
 - j. The pricing and terms shall be open for acceptance for 15 days; and
 - k. Language of the Submission shall be written in the English Language. Supporting documents furnished by the Proponent may be in another language provided that it is accompanied by an accurate translation in the English language, in which case for the purpose of interpretation of the Submission, the English translation shall prevail.
2. A Submission must comply with the Specifications & Packaging Requirements as set out in Schedule “A” attached to this RFQ.
3. The successful Proponent will be required to provide NEICORD with a performance bond equal to six (6%) percent of the purchase contract value (the “**Performance Bond**”) upon award of the Submission (the “**Final Contract**”). In the event that a valid reason for not being able to produce a Performance Bond is provided, six (6%) percent of the contract value from the Final Contract will be deducted from the first invoice. This money will be paid at the completion of the Final Contract.
4. A Submission is the Proponent’s declaration that it will:
 - a. Deliver the product in compliance with the Specifications & Packaging requirements;



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- b. If requested, provide the Performance Bond in accordance with the requirements of Part 1, section 3 hereof; and
 - c. Load the Goods on during the Delivery Dates as specified in the Initiation to Submission.
 - d. Under no circumstances, withdraw its Submission once it has been accepted.
 - e. Accept the General Terms & Conditions identified in Schedule “C” attached.
5. The Proponent shall bear all costs associated with the preparation and submission of its Submission and NEICORD shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
 6. Each Proponent may participate in and submit one Submission. This rule applies equally to companies within the same group of companies with the same ownership.
 7. Proponents shall prepare and submit Submissions independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other Proponent.
 8. The Proponent is expected to carefully examine the contents of its submission. Failure to comply with the requirements of the Submission shall be at the Proponent’s own risk. Submissions not submitted in conformity with the above Submission Conditions shall be rejected.

Part II: Amendment of RFQ Documents

9. At any time prior to the deadline for submission of Submissions, NEICORD, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proponents, modify the RFQ documents by the issue of addenda.
10. Any addenda that is issued shall be part of the RFQ documents pursuant to Part II above, and shall be communicated in writing to all Proponents who are requested to immediately acknowledge the receipt of each addendum by E-mail to NEICORD. To allow prospective Proponents reasonable time in which to consider an addendum in preparing their Submissions NEICORD may extend the deadline for submission of Submissions.

Part III: Process to be Confidential

11. Information relating to the examination, clarification, evaluation and comparison of Submissions and recommendations for the award of the contract will not be disclosed with the process of evaluation. Any effort by a Proponent to influence NEICORD’s processing of the Submissions or award decisions may result in the rejection of its Submission.
12. Information contained in and with the RFQ is considered proprietary in nature and is to remain confidential between NEICORD and the Proponent. Access to these materials shall not be granted to third parties without the prior written consent of NEICORD.

Part IV: Award of Contract



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13. Submissions must be received by NEICORD in the manner specified on or before the deadline date on page 1 of the RFQ.
14. The NEICORD, in its sole and unfettered discretion, reserves the right to accept your Submission in whole or part.
15. The NEICORD reserves the right to negotiate with one or more of the Proponents, seek clarification from Proponents regarding their Submissions and invite modifications to the Submissions submitted.
16. The NEICORD reserves the right to reject any offer before the award of the contract, or to annul the bidding process and reject all offers at any time.
17. The NEICORD shall notify the successful Proponent in writing of the results of the RFQ. Upon notification by the successful Proponent, NEICORD will promptly inform the other Proponents that their Submissions were unsuccessful.
18. Awards shall be made per full lot number and NEICORD reserves the right to procure 10% more or less at the agreed contract prices.

Part V: General Conditions and Disclaimers

19. This RFQ is simply an invitation to Proponents to submit a Submission in accordance with this RFQ, and is not a tender. This RFQ does not constitute an offer of any kind on the part of NEICORD.
20. No contractual or other legal obligations arise on the part of NEICORD to any Proponent by this RFQ or the submission of a Submission by a Proponent nor is any legal relationship created between NEICORD and any Proponent until such time as an agreement, if any, is subsequently reached with a Proponent.
21. NEICORD reserves the unilateral and exclusive right to modify or cancel the RFQ at any time without any obligation to any Proponent and makes no guarantee that the process initiated by the RFQ will continue.



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SCHEDULE “A”

SPECIFICATIONS REQUIREMENTS

LOT A

Specification for Fruit Saplings

- 1. Quality** -Fruit saplings should be true to type and varietal pure, with a healthy and vigorous growth habit. They should have a well-developed root system (preferably fibrous and not root-bound), free from pests, diseases, and any visible deformities. The saplings must have at least 3–4 healthy, mature leaves and a uniform size for the specific variety. The graft union (if grafted) should be well-formed and firmly healed. Saplings should be free from weeds, weed seeds, and any foreign material. They must be supplied at least **4 months before their ideal transplanting age expires**, and properly labeled with variety.
- 2. Specification:** Specification of the fruit saplings should be provided and origin to be indicated.
- 3. Instruction:** Cultivation instruction should be mention for each fruit saplings
 1. Planting Time:
 2. Spacing:
 3. Pit Size:
 4. Soil Requirement:
 5. Watering:
 6. Manure & Fertilizer (1st year):

Supplier will accept liability for sapling replacement if the saplings fail to survive or establish within 1 month of delivery, provided that proper planting and care practices were followed and verified by the buyer.

4. Document Requirements:

- Two Commercial invoices; inclusive bank account details;
- Pro-forma invoice addressed to consignee;
- Fumigation certificate –dated no later than 15 days prior to delivery- specifying place, date, type of product, used, dosage, and time of exposure;
- Certificate of Origin – (template will be provided);
- Take Over Certificate, stamped and signed for receipt by consignee and surveyor;
- All documents to be supplied by Vendor and, if necessary, legalised, inclusive of the Quotation; and
- **All documents need to show “Humanitarian Aid Shipment”.**