

**REQUEST FOR QUOTATIONS**  
**Procurement of Works under RFQ/Shopping Procedures**  
**Procurement Notice**  
*(Single-Envelope with Offline Procurement Bidding Process)*

**Project:** DISTRICT PROJECT OFFICER, IDP UNA

**Contract title: (Re-invitation) RFQ FOR THE 2<sup>nd</sup> and 3<sup>rd</sup> Year MAINTENANCE OF PLANTATION UNDER DPO IDP UNA**

**RFQ (STEP REF No) : IN-DPO, UNA-424174-CW-RFQ**

**Date:** 07.08.2024

**Applicable Procurement Guidelines/Regulations Date:** April, 2018

1. Government of India has received/has applied for/intends to apply for financing from the World Bank towards the cost of the Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this request for quotations is issued.

District Project Officer, Integrated Development Project, Una, HP re- invites item rate quotations on behalf of Governor of HP (visit [www.hpmdp.org](http://www.hpmdp.org) in tenders link) from the eligible contractors holding valid PAN, GST No & contractor who have experience of doing similar nature work on standard W-5 bid Performa (Schedule of quantity), for execution of following works as tabulated below, as:-

Sr. No.	Job No.	Brief Description of the Works	Approximate value of Works (Rs.)	Period of Completion
1	W/Plt Maint/Thk/1/2024-25/Retender	2 <sup>nd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in DC land Bharmoti 2 Hac area in GP Changer (Cluster-I) under APO Thanakalan	10000	30 days
2	W/Plt Maint/Thk/2/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Baduhi in 8 Hac area in GP Baduhi (Cluster-1) under APO Thanakalan	21000	30 days
3	W/Plt Maint/Thk/3/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Dhiunsar in 5 Hac area in GP Kharyalta (Cluster-1) under APO Thanakalan	13100	30 days
4	W/Plt Maint/Thk/4/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Samlara in 20 Hac area in GP Jasana (Cluster-II) under APO Thanakalan	61500	30 days
5	W/Plt Maint/Thk/5/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki in 10 Hac area in GP chouki Khas (Cluster-1) under APO Thanakalan	46400	30 days
6	W/Plt Maint/Thk/6/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Rachhoh in 11 Hac area in GP chamyari(Cluster-II) under APO Thanakalan	65600	30 days
7	W/Plt Maint/Thk/7/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Ambehra Dheeraj in 5 Hac area in GP Ambehra Dheeraj (Cluster-1) under APO Thanakalan	23900	30 days
8	W/Plt Maint/Thk/8/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki 3Hac area in GP Chouki (Cluster-I) under APO Thanakalan	13900	30 days

9	W/Plt Maint/ Thk/9/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki 4 Hac area in GP Chouki (Cluster-I) under APO Thanakalan	16200	30 days
10	W/Plt Maint/ Thk/10/2024- 25/Retender	3 <sup>rd</sup> year maint. plantation under Enrichment scheme (400 plants per Hac.) in UPF Makkrair in 10 Hac area in GP Thara (Cluster-I) under APO Thanakalan	28500	30 days
11	W/Plt Maint/ Thk/11/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in DPF Akoi Ki Dhar C1D in 10 Hac area in GP Barrian(Cluster-II) under APO Thanakalan	26300	30 days
12	W/Plt Maint/ Thk/12/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in DPF Akoi Ki Dhar C1B (NB) in 10 Hac area in GP Barrian(Cluster-II) under APO Thanakalan	26300	30 days
13	W/Plt Maint/ Thk/13/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Panjoda in 5 Hac area in GP Chowki Khas (Cluster-I) under APO Thanakalan	13100	30 days
14	W/Plt Maint/ Thk/14/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chowki in 5 Hac area in GP Chowki Khas (Cluster-1) under APO Thanakalan	23200	30 days
15	W/Plt Maint/ Thk/15/2024- 25/Retender	3 <sup>rd</sup> year maint of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Bhagnal in 5 Hac area in GP Chowki Khas (Cluster-1) under APO Thanakalan	23600	30 days
16	W/Plt Maint/ Thk/16/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in Govt. land Changer in 5 Hac area in GP Changer (Cluster-1) under APO Thanakalan	27600	30 days
17	W/Plt Maint/ Thk/17/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Chouki in 3 Hac area in GP Chouki Khas (Cluster-1) under APO Thanakalan	16000	30 days
18	W/Plt Maint/ Thk/18/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation along Drainage Line scheme (1100 plants per Hac.) in UPFChouki in 2 Hac area in GP Chouki Khas (Cluster-1) under APO Thanakalan	10000	30 days
19	W/Plt Maint/ Thk/19/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation along Drainage Line scheme (1100 plants per Hac.) in UPFambe -da - behra in 4 Hac area in GP Mohmaniyar (Cluster-1) under APO Thanakalan	22700	30 days
20	W/Plt Maint/ Thk/20/2024- 25/Retender	3 <sup>rd</sup> year maint of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Rachhoh in 3 Hac area in GP Chamiyari (Cluster-2) under APO Thanakalan	23900	30 days
21	W/Plt Maint/ Una/21/2024- 25/Retender	3 <sup>rd</sup> year maint of plantation under Re- Afforestation scheme (800 plants per Hac.) in SL Teuri (Rakkar Wala Choe) in 10 Hac area in GP Teuri (Cluster-1) under APO Una	40700	30 days
22	W/Plt Maint/ Una/22/2024- 25/Retender	3 <sup>rd</sup> year maint of plantation under Re- Afforestation scheme (800 plants per Hac.) in SL Dhamandri area 5 Hac ain GP Dhamandri (Cluster-II) under APO Una	20300	30 days

2. This Procurement notice includes the following documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation, and for award of contract; and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The Procurement notice including the various documents and forms to be filled etc.

i. Layout Drawings of the works;

- ii. Structural Details;
  - iii. Detailed Bill of Quantities, with estimated rates and prices;
  - iv. Technical Specifications;
  - v. Instructions to Bidders;
  - vi. Qualification Information;
  - vii. Format for Submission of Quotation;
  - viii. Criteria for Evaluation and Award of Contract;
  - ix. Relevant Forms; and
  - x. Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.
2. Quotations, both Technical Part and Financial Part shall be submitted offline on 14.08.2024 on or before 11:00 AM. Any quotation or modifications to quotation received after last date of quotation submission will not be considered.


3.

<u>Description</u>				Date 07.08.2024
<u>Date of publication</u>				07.08.2024
<u>EMD:</u>				FDR Pledged in favour of DPO IDP UNA HP The tender document is non-transferable.
SR. NO.	Job No	EST. COST	EMD	
1	W/Plt Maint/ Thk/1/2024-25/Retender	10000	10000	
2	W/Plt Maint/ Thk/2/2024-25/Retender	21000	10000	
3	W/Plt Maint/ Thk/3/2024-25/Retender	13100	10000	
4	W/Plt Maint/ Thk/4/2024-25/Retender	61500	10000	
5	W/Plt Maint/ Thk/5/2024-25/Retender	46400	10000	
6	W/Plt Maint/ Thk/6/2024-25/Retender	65600	10000	
7	W/Plt Maint/ Thk/7/2024-25/Retender	23900	10000	
8	W/Plt Maint/ Thk/8/2024-25/Retender	13900	10000	
9	W/Plt Maint/ Thk/9/2024-25/Retender	16200	10000	
10	W/Plt Maint/ Thk/10/2024-25/Retender	28500	10000	
11	W/Plt Maint/ Thk/11/2024-25/Retender	26300	10000	
12	W/Plt Maint/ Thk/12/2024-25/Retender	26300	10000	
13	W/Plt Maint/ Thk/13/2024-25/Retender	13100	10000	
14	W/Plt Maint/ Thk/14/2024-25/Retender	23200	10000	
15	W/Plt Maint/ Thk/15/2024-25/Retender	23600	10000	
16	W/Plt Maint/ Thk/16/2024-25/Retender	27600	10000	
17	W/Plt Maint/ Thk/17/2024-25/Retender	16000	10000	
18	W/Plt Maint/ Thk/18/2024-25/Retender	10000	10000	
19	W/Plt Maint/ Thk/19/2024-25/Retender	22700	10000	
20	W/Plt Maint/ Thk/20/2024-25/Retender	23900	10000	
21	W/Plt Maint/ Una/21/2024-25/Retender	40700	10000	
22	W/Plt Maint/ Una/22/2024-25/Retender	20300	10000	
<u>Bid Submission Start Date</u>				07.08.2024
<u>Last Date for Physical Submission of Bid and EMD</u>				14.08.2024 up to 11:00 AM
<u>Cost of tender W-5 Form &amp; technical bids</u>				13.08.2024 up to 05:00 PM
<u>Date of opening of the Technical Bids</u>				Will be intimated separately.
<u>Date of opening of Financial Bids</u>				

4. If the implementing agency's office happens to be closed on the date of opening of the Quotations as specified, the 'Technical Part' of the Quotations will be opened on the next working day at the same time. The Financial Parts of the Quotations shall remain unopened, until the subsequent opening, following the evaluation of the Technical Parts of the Quotations.
5. Other details can be seen in the RFQ document. The implementing agency shall not be held liable for any delays which are beyond its control. A Bidder requiring any

clarification of the RFQ document may notify the Implementing agency offline or may visit the office of the implementing agency at the address given below.

6. The standard quotation/bid form W-5(Schedule of Quantity) along with instructions to bidders (Quotation Notice) can be obtained/ procured by the bidders for Rs. 100/- through E-Challan GoHP payable under Receipt Head 0406 Forestry and Wildlife -01-800-18-other miscellaneous receipts under DDO Code 0984 District Project Officer, IDP, Una and Treasury Code UNA00. The Standard W-5 Proforma can be obtained from the office of DPO IDP Una on submitting E-Challan on any working day w.e.f. 07.08.2024 at 10.00 hours to 13.08.2024 up to 17:00 Hours. Bidders/ Contractors have applied for W-5 form with application addressed to DPO, IDP, Una up to 12.08.2024 at 05:00 PM, No applications shall be entertained after 12.08.2024 up to 05:00 PM
7. Bidders/Contractors can apply for only 1 and not more than two jobs , as per past experience, the contractors who had awarded more than two works, which causes more difficulties to complete the said works and approach to cancel the said jobs later on. Moreover this is a seasonal work and required to be executing within prescribed time period. .



**District Project Officer,  
Integrated Development Project,  
Una Distt. Una, HP.**

# Instructions to Bidders

## SECTION - A

### 1. Scope of Works

The District Project Officer, IDP, Una re-invites quotations for the construction of works as detailed in the table given below:-

Sr. No.	Job No.	Brief Description of the Works	Approximate value of Works (Rs.) including GST	Period of Completion
1	W/Plt Maint/ Thk/1/2024- 25/Retender	2 <sup>nd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in DC land Bharmoti 2 Hac area in GP Changer (Cluster-I) under APO Thanakalan	10000	30 days
2	W/Plt Maint/ Thk/2/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Baduhi in 8 Hac area in GP Baduhi (Cluster-1) under APO Thanakalan	21000	30 days
3	W/Plt Maint/ Thk/3/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Dhiunsar in 5 Hac area in GP Kharyalta (Cluster-1) under APO Thanakalan	13100	30 days
4	W/Plt Maint/ Thk/4/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Samlara in 20 Hac area in GP Jasana (Cluster-II) under APO Thanakalan	61500	30 days
5	W/Plt Maint/ Thk/5/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki in 10 Hac area in GP chouki Khas (Cluster-1) under APO Thanakalan	46400	30 days
6	W/Plt Maint/ Thk/6/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Rachhoh in 11 Hac area in GP chamyari(Cluster-II) under APO Thanakalan	65600	30 days
7	W/Plt Maint/ Thk/7/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Ambehra Dheeraj in 5 Hac area in GP Ambehra Dheeraj (Cluster-1) under APO Thanakalan	23900	30 days
8	W/Plt Maint/ Thk/8/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki 3Hac area in GP Chouki (Cluster-I) under APO Thanakalan	13900	30 days
9	W/Plt Maint/ Thk/9/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chouki 4 Hac area in GP Chouki (Cluster-I) under APO Thanakalan	16200	30 days
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11	W/Plt Maint/ Thk/11/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in DPF Akoi Ki Dhar C1D in 10 Hac area in GP Barrian(Cluster-II) under APO Thanakalan	26300	30 days
12	W/Plt Maint/ Thk/12/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in DPF Akoi Ki Dhar C1B (NB) in 10 Hac area in GP Barrian(Cluster-II) under APO Thanakalan	26300	30 days
13	W/Plt Maint/ Thk/13/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Enrichment scheme (400 plants per Hac.) in UPF Panjoda in 5 Hac area in GP Chowki Khas (Cluster-I) under APO Thanakalan	13100	30 days
14	W/Plt Maint/ Thk/14/2024- 25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Chowki in 5 Hac area in GP Chowki Khas (Cluster-1) under APO Thanakalan	23200	30 days
15	W/Plt Maint/ Thk/15/2024-	3 <sup>rd</sup> year maint of plantation under Re- Afforestation scheme (800 plants per Hac.) in UPF Bhagnal in 5 Hac	23600	30 days

	25/Retender	area in GP Chowki Khas (Cluster-1) under APO Thanakalan		
16	W/Plt Maint/Thk/16/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation under Re- Afforestation scheme (800 plants per Hac.) in Govt. land Changer in 5 Hac area in GP Changer (Cluster-1) under APO Thanakalan	27600	30 days
17	W/Plt Maint/Thk/17/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Chouki in 3 Hac area in GP Chouki Khas (Cluster-1) under APO Thanakalan	16000	30 days
18	W/Plt Maint/Thk/18/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Chouki in 2 Hac area in GP Chouki Khas (Cluster-1) under APO Thanakalan	10000	30 days
19	W/Plt Maint/Thk/19/2024-25/Retender	3 <sup>rd</sup> year maint. of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Ambe -da -behra in 4 Hac area in GP Mohmaniyar (Cluster-1) under APO Thanakalan	22700	30 days
20	W/Plt Maint/Thk/20/2024-25/Retender	3 <sup>rd</sup> year maint of plantation along Drainage Line scheme (1100 plants per Hac.) in UPF Rachhoh in 3 Hac area in GP Chamiyari (Cluster-2) under APO Thanakalan	23900	30 days
21	W/Plt Maint/Una/21/2024-25/Retender	3 <sup>rd</sup> year maint of plantation under Re- Afforestation scheme (800 plants per Hac.) in SL Teuri (Rakkar Wala Choe) in 10 Hac area in GP Teuri (Cluster-1) under APO Una	40700	30 days
22	W/Plt Maint/Una/22/2024-25/Retender	3 <sup>rd</sup> year maint of plantation under Re- Afforestation scheme (800 plants per Hac.) in SL Dhamandri area 5 Hac in GP Dhamandri (Cluster-II) under APO Una	20300	30 days

The scope of work is as per the schedule of quantity attached / supplied with the prescribed W-5, containing schedule of quantities. The details of works is tentative, which may vary depending on the geographical conditions/terrain of the area; and thus bidder(s) is (are) advised to visit the site of works, prior to bidding for said work at his own expense, for obtaining all relevant information that may be necessary for preparing the quotation.

The contractor will be responsible for the safety, health and environmental aspects at work place or section of the work place for the contract period. He will be responsible for maintaining the Social distance between labor/worker and provide them the required kit including Masks, Hand gloves etc. and will abide by the advisory being issued by the Govt. regarding Novel Corona Virus Disease (COVID-19)

The successful bidder will be expected to complete the works by the intended completion date specified above.

## 2. Qualification of the bidder

2.1. **Qualification Information to be provided by the Bidder:** The bidder shall provide information on his qualification which shall include:-

- Total monetary value of works executed by him for each year of the last 3 years;
- List of works (similar to the works described in Para 1) completed satisfactorily as a prime contractor during the last 3 years, enclosing certificates from the respective Employers in support of experience claimed along with the Employers' contact numbers;
- Report on his financial standing, along with last 3 years' financial statements/Profit and Loss Statements; and
- Details of any litigation, during the last 3 years in which the bidder is involved, the parties concerned, and disputed amount or award in each case. (Give details of both completed and pending cases).

The bidder shall provide qualification information at the time of submission of quotation form on standard W-5 (Schedule of quantity), which shall include :-

Self Attested copy of his/her PAN card,

Self Attested copy of the Bank Account duly covered under RTGS/NEFT.

Self Attested of GST number

Income Tax return for last two year must be attached, failing which the tenders are liable to be rejected

2.2. **Qualification Criteria:** to qualify for award of the contract the bidder:-

- (a) Should have satisfactorily completed as a prime contractor at least one or more works of similar nature. The value of the work/works should not be less than Rs. 80% in the last three two years;
- (b) Should possess valid electrical license for executing building electrification works (in the event of the works being sub-contracted, the sub-contractor should have the necessary license);
- (c) Should possess required valid license for executing the water supply/sanitary works (in the event of the works being sub-contracted, the sub-contractor should have the necessary license);
3. **Eligibility – Conflict of Interest:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations/ Guidelines [*select one of the two options*]; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
4. **Clarifications & Amendments:** If the Employer receives any request for clarification of this RFQ document, it will update its response together with any amendment to this document, on the notice board for information of all Bidders. Bidders should check on the notice board, for any amendments to this RFQ document.
5. **Quotation Prices**  
The quotation shall be for construction of the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, in the quotation shall be carried out by editing the information before offline submission of quotation.
- a) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The rates should be quoted in Indian Rupees only.
- d) All the Tools/ Equipment's for the execution of work will be arranged by the contractor for which no extra payment can be claimed
- e) That, bidder shall bid /quote for each item of work as described in the schedule of quantities and correction(s) made in the quoted rates in W-5, if any, shall be made by crossing out, duly attesting the cutting(s) and neatly re-write the same.
6. **Preparation of Quotations**
- 6.1 The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.
- 6.2 Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.
- 6.3 The quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted offline simultaneously.
- 6.4 **The Technical Part of Quotation shall comprise the following:**
- (a) **Letter of Quotation – Technical Part** as per Format given in Section B;
- (b) **Authorization:** Power of Attorney of signatory of Quotation (Paragraph 1.1 of Qualification Information);
- (c) **Annual Turnover:** Confirmation showing Annual Turnover in civil engineering construction works of similar nature in the last three financial years. [ITB Clause 2.1 (a)];
- (d) **Qualifications:**
- (i) Qualification information and supporting documents relating to similar nature of works executed and payments received. (ITB Clause 2.1 (b) and paragraph 1.3 of Qualification Information);
- (ii) Details of proposed sub-contractors; (Paragraph 1.4 of Qualification Information); and
- (iii) Other details listed in Paragraphs 1.6 and 1.7 of the Qualification Information Form;
- (e) **Complete address** and contact details of the Bidder having the following information:  
Name of Firm  
Address for communication  
Telephone No(s): Office  
Mobile No.  
Facsimile (FAX) No.  
Electronic Mail Identification (E-mail ID)
- (f) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive.
- 6.5 **The Financial Part of Quotation shall comprise the following:**
- (a) **Letter of Quotation - Financial Part;**
- (b) **Priced Bill of Quantities:** (using the BOQ available with the RFQ document) wherein the rates shall be entered.



- 6.6 **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
- 6.7 **Deadline for Submission of Quotations:** Quotations must be submitted no later than the deadline for submission of quotations viz. time 11:00 AM (hours) and date 14.08.2024 Quotations.
- 6.8 **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission. The Rate(s) quoted by the successful bidder in his/her Bid document shall remain valid upto 90 days; and in case, if for any reason the rates for procurement of works could not be approved before the expiry of the stipulated period, the above quoted rates shall be deemed to remain valid/ enforced over an extended period up to the date of approval of the Tenders/Bids invited by this office for the procurement of same during the next Financial Year if both parties agreed to it.

7. **Quotation Submission:**

- (a) The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed and scanned copies shall be submitted along with the Priced Bill of Quantities that shall be entered using the Forms available offline, without any alterations. All blank spaces shall be filled in with the information requested. Copies of all other documents shall also be submitted.
- (b) All documents are required to be signed by the Bidder.
- (c) That, each bidder shall submit only one quotation on standard W-5 proforma, for each Work/Job.
- (d) That, the bidder/contractor shall furnish complete address and all other information in the relevant space provided in W-5 and shall strike off whichever is not relevant.
- (e) That, the Quotations not received on given W-5 proforma, incomplete quotations, Conditional quotations, quotation received after the last date & time for submission of quotations and quotations received through Fax or E-mail shall not be entertained / considered.
- (f) That, those bidder(s) who submit their quotations by post shall have to submit signed copy of quotation notice, appending his/her signature, in the given box in Quotation notice, in token of accepting / agreeing to the terms and conditions of the quotation notice and shall submit/attach the same with the W-5 standard quotation Proforma (Schedule of Quantity). The bidders or their representatives who wish to present in the quotation opening process shall sign the office copy of the quotation notice at the time of opening quotations.
- (g) That, the bidder shall seal the quotation in an envelope addressed to the ---- (IDP) Office and the outside of the envelope will also bear the following identification on the top of the envelope:-  
Quotation for \_\_\_\_\_ Name of the Job/Contract/Work
- (h) Do not open before \_\_\_\_\_ (time and date of quotation opening).
- (i) That in case, the last day of tendering of quotations happens to be a holiday, the whole process will commence on the next working day with same time & schedule for which no separate notice or order shall be issued
- (j) That, in case of there is overlapping in schedule for submission of quotations on such deemed date assumed for submission of quotations "on next working day" due to postponement of the date of submission of quotations invited vide another notice issued separately, the revised time schedule for submission of quotations shall be notified to the bidders through the 'notice' pasted on the notice board of this office.
- (k) Bid/Tender documents including required EMD, should reach in this office before the expiry of the last date and time fixed for submission of Tender /Bids

8. **Opening and Evaluation of Technical Parts of Quotations:** The 'Technical Part' of the Quotations will be opened offline on the specified date and time. The Financial Parts of the Quotations shall remain unopened, until the subsequent opening, following the evaluation of the Technical Parts of the Quotations.

- (a) The Employer shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 6.6); (b) meets the eligibility criteria (Clause 3); (c) is substantially responsive to the requirements of the RFQ document; and (d) meets the qualification criteria specified in ITB Clause 2.
- (b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second offline opening.
- (c) Employer shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.
- (e) Simultaneously Employer shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotation has been evaluated as substantially responsive to the RFQ document Bidders should not



submit the financial bids/ format along with Technical part otherwise bid be termed as invalid/ non-responsive.

- (f) That, in case, the day of opening of quotation happens to be a holiday, the whole process will commence on the next working day with same time & schedule for which no separate notice or order shall be issued.
- (g) That, quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation. In case none of the bidders or their representatives present at the time of opening of quotations the committee will open the quotations at exact time fixed for the process.
- (h) That, quotations with cutting/overwriting in quoted rates shall not be accepted. However, quotations with cutting/overwriting, duly attested by the bidder(s) before submission / tendering of quotation into tender box, shall be considered by the purchaser.
- (i) That, the Employer / purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a)-are duly signed; (b)-conform to other terms and conditions of the Quotation.
- (j) That, the Quotations would be evaluated for all the items together.
- (k) That, the Employer (Chairman/committee) will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified in clause 5 & 6 above.

9. **Opening and Evaluation of Financial Parts of Quotations:** The 'Financial Part' of the Quotations will be opened offline on the specified date and time.

- (a) The Employer shall examine and confirm that Letter of Quotation – Financial Part and Priced Bill of Quantities are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
- (b) During the evaluation of Financial Parts of Quotation, the substantial responsiveness of the Quotations will be further determined with respect to those RFQ conditions that were not examined in evaluation of Technical Parts of Quotations.
- (c) That, in case of tie on quoted rates among bidders, work order shall be awarded to the bidder have sufficient / more experience of similar nature of work.
- (d) That the quotation / bid security deposited by the unsuccessful bidder shall be returned / refunded to them after the evaluation of bids / quotation is over/complete
- (e) After completion of the 'opening and evaluation' process, the EMD of all other unsuccessful bidder shall be returned to them under proper receipt on the Register. Whereas, the EMD of the successful bidder(s) shall be converted in to 'Performance Security' or shall be retained by this office until the required Performance Security as laid down in the following clauses, is deposited by the successful bidder in the desired manner.
- (f) That, information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.
- (g) That submission of false information(s) and/or document(s) shall automatically lead to forfeiture of security/earnest money to the Govt. and disqualification of such bidders without prejudice to criminal proceedings against the bidder/contractor

10. **Award of contract and Execution of Work**

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

10.1 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.2 The bidder whose quotation is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

a. That, the evaluation of bids /quotations is over, the successful bidder(s) whose quotation(s) have been determined to be substantially responsive and who has offered the lowest evaluated quoted price and meets the specified qualification criteria, shall be conveyed the acceptance of his/her bid by the Employer .

b. That, the bidder whose bid is accepted will be notified for the award of contract by the Employer prior to expiry of the quotation validity period.

c. That the successful bidder(s) / contractors shall have to sign an agreement within 3 days of acceptance of offer letter. The contractor / bidders shall have to complete the work within the specified / allowed period in writing and within agreed costs and nothing extra shall be payable on account of escalation of cost in material, labour etc. in the course of time, which may be due to unforeseen reasons.

- d. That, the successful bidder(s) shall be notified of award of work shall have to deposit required performance security as per table below in the shape of Draft/TDR/FDR pledged in favour of District Project Officer (IDP) at the time of signing the agreement.
- e. That, the successful bidder(s) shall be notified of award of work shall have to deposit required additional performance Security @ 5%. If the bid price offered by the lowest bidder is upto 10% below the amount put to tender. No additional performance security is required if the bid price offered by the lowest bidder is lower than 10% but put up 20 % of the amount put to the tender, then the additional performance security shall be calculated @ 20% of the difference in the (a) project cost as per working estimate – 10% of project cost as per working estimate and (b) the bid price offered by the lowest bidder. If the bid price offered by the lowest bidder is lower than 20% of the amount put to the tender then the additional performance security shall be calculated @ 30% of the difference in the (a) project cost as per working estimate – 10% of project cost as per working estimate and (b) the bid price offered by the lowest bidder. The lowest bidder has to deposit Additional performance security in the shape of draft/TDR/FDR pledged in favour of **under signed before** award of work within five days

Value of the contract		Amount of the Earnest Money	Amount of the Performance Security
Up to Rs. 5.00 lakh.		Rs.10,000/-	Rs.15,000/-
Exceeds Rs. 5.00 lakh & up to Rs. 10.00 lakh		Rs.15,000/-	Rs.30,000/-
Exceeds Rs. 10.00 lakh & up to Rs. 20.00 lakh		Rs.30,000/-	Rs.60,000/-
Exceeds Rs. 20.00 lakh & up to Rs. 50.00 lakh		Rs.60,000/-	Rs.2,50,000/-
Above Rs. 50.00 lakh		Rs.5,00,000/-	Rs.10,00,000/-

- e. That the bid security of the successful bidder is already with employer and the same may be converted into performance security.
- f. That, The contractor shall have to start the awarded work within the 3 days of award of work to him/them and shall have to complete the same within the stipulated period. And in case, the work is not started within stipulated period, the award of work is liable to be cancelled and security may be forfeited.
- g. That, the Contractor / bidder shall have to execute and complete the work under the supervision and technical guidance of project staff of the concerned Thanakalan Unit. The work has to be completed within days of award of work.
- h. In case the work is stopped /left in between, because of any region / circumstances no claim for the partial work will be accepted
- i. That, for insuring quality and specifications, besides carrying out the regular inspections by the project officer/officials, it shall be the responsibility of the contractor to document the execution of works in the desired manner as provided in the schedule of quantity and also, get the work inspected from competent authority of the project, by giving intimation in the writing to the concerned APO or this office at least 3 days in advance, for carrying out the mandatory inspections, on achieving/during the different stages of execution of work.
- j. That, in case mandatory inspection as laid down vide condition (10.2-i.) above, has not been got conducted/done by the contractor from the APO's concerned or other authorized officials of the project, the contractor shall not be eligible to seek the payment of the work done.
- k. That the Income Tax / GST as applicable will be deducted from the total amount of the contract/ work.
- l. That, under normal circumstance, no extension in working period will be granted and the decision of the Employer in this regard shall be final.
- m. Since the work is seasonal/time bound nature and If the contractor fails to complete the work within stipulated time and delays the execution work beyond stipulated period, a penalty / liquidated damages @0.05% per day, of the total bid/quoted amount, will be imposed for such delay and will be deducted from the payment of the contractor. However, in case delay in completion of allotted work exceeds 30 days, Employer shall be authorized to penalize the contractor up to 10% of the total cost of the allotted work. In case, the amount of recovery exceeds the dues of the bidder, we shall have the right to effect the recovery of the remaining outstanding amount from the contractor by way of recovery of Revenue arrears or through other available means as per law of the land.
- n. That, the employer shall be authorized to cancel the award of work and forfeit the performance security to the Govt. under following circumstances:-
- That, the contractor fails to start the work within stipulated period.
  - That, undue delay is being caused in execution of the awarded work due to slow pace of work.

- iii) That, the contractor abandon the work at any stage.
- o. That, If the contractor delays the start of work beyond the stipulated period or abandons the work in between or project is convinced that due to undue slow pace of work, contractor will not be able to complete the work within a stipulated period, the project staff will take over the execution of this work and complete the remaining work at the risk and cost of the contractor.
- p. That, no advance payment will be made to the bidder/contractor and payment shall be made only for the work executed of different stages by the contractor as per the detail bill prepared after measurement of the work done by the authorized official of the project on spot and on fulfillment of all other terms and conditions of the quotation notice/award of work and its execution/completion to the satisfaction of the project.
- q. The contractor/bidder shall bear /pay all the applicable taxes and other charges as applicable from time to time.
- r. Tendering authority reserve the right to execute any part of work or whole work mentioned in tender and the contractor shall not have any right to object to it.
- s. No advance payment will be made to the contractor. However, Contractor shall be paid 80% of the work done amount on running bills and 20% amount shall be paid after successful completion of the awarded work
- t. That submission of false information(s) and/or document(s) shall automatically lead to forfeiture of security/earnest money to the Govt. and cancellation of contract of such bidder without prejudice to criminal proceedings against the bidder/contractor
- u. All the sampling and testing are to be done by the contractor with the help of field staff of HPIDP as per the prescribed CPWD or PWD. No extra cost will be given for the same.
- v. Contractor has to submit transit pass in form 'X' or form 'W' as mandatorily required under the provisions of HP Minor Minerals (Concession) and Mineral (Prevention of illegal mining Transportation and storage) Rules 2015, This is in accordance with the Orders passed by the Hon'ble High Court of HP at Shimla in CWP No 2395/2020 titles as Daljeet Singh V/s union of India and others. Absence of which no payment will be made. The whole payment will be withheld.
- w) Procurement of the cement has to be carried out from HP Civil Supply by the contractor at their own. The bill of the HP Civil Supply has to be attached with the final bill by the contractor and the payment will be made as per actual as compared to the total estimated market value of the cement in the detailed estimate. The differential amount to be deducted from the final bill of the contractor accordingly.

#### 11. Performance Security

Within 15 days of receiving letter of acceptance, the successful bidder shall deliver to the DPO, IDP, Una the performance security (either a or a bank draft in favour of the Employer) for an amount equivalent of as per clause 10.2 d of the contract price. The Performance Security shall be valid till the expiry of the period of maintenance of the work, specified in Clause 12. Failure of the successful Bidder to furnish performance security and to sign the agreement within the period stipulated shall constitute sufficient grounds for annulment of award and debaring the bidder from participation in bidding for works by the Employer for a period of one year, in which case the Employer may make the award to the next lowest evaluated bidder or seek quotations afresh.

#### 12. Period of Maintenance:

The "Period of Maintenance" for the work is six months from the date of taking over possession or one full monsoon season whichever occurs later. During the period of maintenance, the contractor will be responsible for rectifying any defects in construction free of cost to the Employer. Or The contractor will be responsible for rectifying any defects noticed free of cost, within 20 days of the date of intimation of such defect by us. Any defects can be pointed after completion of 1<sup>st</sup> rainy season (upto 15<sup>th</sup> September) or six months from the date of completion of work whichever is later

- 13. Supply of all construction materials including cement and steel as per the specifications (ISI certification marked goods wherever available) shall be the responsibility of the contractor.

#### 14. Miscellaneous:

- a. The contractor / bidder will pay the minimum wages to the laborers and shall be bound to abide by/comply all other provisions of the labor laws, applicable in this regard and as may be notified by the GOI/GHP from time to time.
- b. The contractor/bidder shall give first preference to the local labor of the concerned G.Ps.
- c. Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without assigning any reasons.
- d. In case of any dispute, the -Grievances and redressal committee for contractor's work will be the final authority to decide the matter and the decision will be binding on both the parties.
- e All legal disputes, if any, arising out of this Bid Notice for purchase/procurement of Works, will be settled within the jurisdiction of the Judicial Court(s) at Una

- f. The contractor shall be responsible for any loss or damage caused directly or indirectly, to the property of the project, and shall be bound to pay for such loss/damage.
- g. In case of breach of any condition of the Tender Notice for which no specific provisions have been made in this notice, a penalty not exceeding Rs.5000/- may be imposed for every such breach. However before imposing such penalty, the Contractor will be given an opportunity for explaining his position. The decision of the undersigned in this regard will be final and thereafter, no correspondence/objection will be entertained.
- h. The forfeiture of performance security for breach of 'Terms and conditions', or non completion or not starting execution of allotted work within stipulated period, shall not prejudice any other just and proper action against the Contractor.

- 15. Environmental and Social Guidelines :** Environmental and Social Guidelines are placed below:-
1. To address immediate soil erosion risk arising from construction, soil conservation measures (embankments, retaining structures, etc.) around the planned area will need to be conducted.
  2. Plastic waste should not be burned.
  3. Construction waste should be disposed properly, away from the site, or at a collection centre. Construction waste may also be re-purposed.
  4. While conducting construction work on drainage lines, stones shall not be removed from water channels, and will be sourced from appropriate places.
  5. Original stream/ channel beds should not be disturbed.
  6. While renovating bauris or wells, proper care will need to be taken to ensure original sources of water are not disturbed.
  7. Fencing of water impounding structures close to habitation is mandatory.
  8. While constructing primary water harvesting structures, stairs, ramps, or any other feasible measures for animals to easily access water will need to be provided.
  9. In perennial streams with fish or other aquatic species, care should be taken to ensure drainage line treatment structures include measures to allow free movement of aquatic life.
  10. Structures being built under IDP will need to factor in natural hazards and extreme weather events (flash floods, etc.).
  11. When construction activities require movement of heavy vehicles and equipment, proper work safety measures for workers and people of the community should be followed – appropriate signs (falling rocks, construction ahead, etc.), personal safety equipment for workers (hard hats, etc.) should be provided.
  12. Use of child (the Child Labour Act, 1986 identifies the child as an individual that has not completed 14 years if age), bonded, and forced labour is prohibited. However, the age of employment for the project is 18 years, and if any contractor employs a person under the age of 18 years, the contract will be terminated.
  13. Contractors are expected to promote the use of local labour.
  14. It is the duty of the contractor to pay equal remuneration to men and women for same work or work of a similar nature.
  15. To avoid work related accidents and injuries, the contractor will:
    - a. Periodically train working staff on workplace safety.
    - b. Provide protective masks, helmets, overalls and safety shoes, and safety goggles, as appropriate.
    - c. Provide workers in high noise areas with earplugs or equipment to prevent auditory damage.
    - d. Ensure availability of a first aid box.
    - e. Provide employees with access to toilets and potable water.
    - f. Properly dispose of solid waste that is not being repurposed, at designated permitted sites allocated by local authorities and cleaning funds and attach the receipt of waste from the relevant landfill authority.
    - g. Carry out all procedures to prevent leakage of generator oil into the site.
    - h. Ensure that the head of the well is covered tightly.
    - i. Provide secondary tank for oil and grease to avoid spills.
    - j. Provide on going health and safety supervision of worksites through use of relevant personnel.
  16. Further to enforcing the compliance of environmental management, contractors will be responsible and liable for safety of site equipment, labourers and daily workers attending to the construction site, and safety of citizens for each work site, as mandatory measures.
  17. It is mandatory for contractors to undergo training on labour management, applicable legal frameworks while handling labourers, and environmental and social safeguards.
  18. In case traditional water harvesting structures (traditional community tanks, khattris, kuhals, etc.) are being renovated/ rejuvenated, or construction is taking place at or near sites of cultural significance (temples, site of religious significance, etc.) following activities need to be conducted:
    - a. Contractors must undergo mandatory training on how to deal with sites that have cultural significance and ensure there is supervision from their side for the management of such sites.

- b. All traditional sites or physical cultural resources (PCR) are to be restored to their original shape after constructions (before picture are required to be taken to ensure that the site is not disturbed after the intervention).
  - c. Identification of most appropriate time to undertake construction to minimise disturbance, e.g. avoid any special prayers / festivals for constructing in the vicinity of the PCR or on its access route.
  - d. Avoid keep power backup systems such as generators near the PCR.
  - e. Identify appropriate sites for waste storage and disposal of any waste generated by construction/ renovation/ rejuvenation.
  - f. Identify appropriate sites for material storage.
19. Contractors are also required to be cognizant of any chance finds. The following chance find procedures are to be followed in case any artefacts or sites of cultural heritage are discovered by chance while undertaking excavation during construction activities. The steps in case of chance finds to be followed are:
- a. Immediately intimate project staff, who will begin the necessary chain of communication.
  - b. Stop all work and cordon off area and do not allow anybody access to the area, unless cleared by the District Magistrate or Commissioner as the case might be and the Archaeological Department.

**Read Over the terms & Conditions and Accepted**

Name of Bidder.....

Signature of Bidder.....



**District Project Officer,  
Integrated Development Project,  
Una Distt. Una, HP.  
Telephone no:-01975-292077  
E-mail: dpoidpuna@gmail.com  
/Dated, Una 7.08.2024**

Endst. No 458-463  
Copy forwarded to the:-

1. Pr. CCF-cum-Chief Project Director, IDP, Solan for favour of information and n/action please.
2. Office Supdt. /Chairman tender opening committee for favour of information and necessary action as per bid condition of the tender notice in true spirit and compliance
3. Both APO's under DPO Una for favour of information & wide publicity in the concerned GP and for informing eligible bidders.
4. Accountant for information and necessary action.
5. Notice Board. DPO office.



**District Project Officer,  
Integrated Development Project,  
Una Distt. Una, HP. H.P**