



**H.P. Forest Department**  
**INTEGRATED DEVELOPMENT PROJECT (IDP)**

**For**  
**Source Sustainability And Climate Resilient Rain-fed Agriculture**  
**District Project Officer, (IDP), Shimla at Shoghi, Phone: 0177-2928781,**  
**email- idpdposhimla@gmail.com**

To \_\_\_\_\_

**Sub : REQUEST FOR QUOTATIONS (RFO) FOR SUPPLY OF DIFFERENT TYPE OF AGRICULTURE SEED FOR DEMONSTRATION**

Dear Sir,

1. Government of India has received a credit from the International Development Association (IDA) towards the cost of the Integrated Development Project for Source Sustainability and Climate Resilient Rain fed Agriculture and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

District Project Officer(Integrated Dev. Project) Shimla at Shoghi invites quotations from the eligible owners, or firms, or authorized dealers/suppliers holding required valid PAN / TAN /GST No. for supply of following kind of material ( F.O.R. destination,) on E-5 Proforma, enclosed herewith, as per detail tabulated below, as:-

Item No.	Brief Description of the material/ variety & Specifications	Quantity	Unit	Place of Delivery/Destination
1	Pea seed (A.S - 10)	30	Kg	APO Unit Sainj & Nerwa under DPO Office Shimla
2	Garlic ( GHC-1)	17	Qtls	
3	Cauliflower (Maharani)	30	gram	
4	French Bean (Harsha Bean)	18	Kg	

The quantity mentioned above is approximate, which may vary as per the availability of above stock in Govt. Deptt. and supplier/ contractor shall be bound to honour the revised supply order(s) during the period of contract.

The quotation/bid form E-5 (Schedule of quantity) along with instructions to bidders (quotation notice) can be obtained from the office of the DPO(IDP)Shimla at Shoghi on any working day during the office hours up to 16.09.2024 or can be downloaded from the project website: <http://www.hpdp.org/>The quotation on standard E-5 proforma, duly filled in, should reach in the office of the undersigned on or before 27.09.2024 at 11.00 AM and shall be opened on the same day at 11.30 AM, in presence of the interested bidders or their authorized representative who wish to be present.

For more details, please contact the office of the undersigned on any working day between 10.00AM to 5.00 PM up to 26.09.2024 or visit official Website of the Project: <http://www.hpdp.org/>

**2. Qualification of the bidder :** The bidder shall provide qualification information at the time of submission of quotation form on standard E-5, which shall include :-

- 2.1 Self attested Photo copy of his/her PAN / TAN / GST
- 2.2 Self attested copy of the Bank Account, duly covered under RTGS/NEFT.
- 2.3 Self attested copy(ies) of registration/authorization certificate(s) issued by the concerned registered/approved producer/manufacturer/company/firm/organization of above goods/material, in favour of the firms/bidders notifying/declaring the firm/bidder as its authorizing dealers/suppliers.

**3. Bid Price:**

- 3.1 The Prices shall be quoted in Indian Rupees only.
- 3.2 Rate of goods should be F.O.R. destination.
- 3.3 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.
- 3.4 The correction(s) made in E-5, if any, shall be made by crossing out, duly attesting the cutting(s) with date and re-write the corrected entry(ies).
- 3.5 All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- 3.6 GST in connection with the sale shall be shown separately.

Description	Date
Date of Publication	16-09-2024
EMD:	Rs.20000 __/-(Rupees Twenty Thousand-only) through demand draft from a nationalize bank drawn in favour of District Project Officer Shimla payable at Shimla. The tender document is non transferable.
Bid Submission Start Date	16-09-2024
Last Date for Submission of Bid	27-09-2024 at 11.00 am
Last Date of Physical submission of EMD/cost of tender & technical Bids	27-09-2024 at 11.00 am
Date of opening the technical Bids	27-09-2024 at 11.30 am
Date of opening of Financials Bids	Will be notified after finalization of technical scrutiny and intimated in due course of time.

**4. Validity of Quotation :**

- 4.1 Quotation shall remain valid up 60 days
- 5.1 Each bidder shall submit only one quotation on standard E-5 proforma, for each item.
- 5.2 The bidder/contractor shall furnish complete address and all other information in the relevant space provided in E-5 and shall strike off whichever is not relevant.
- 5.3 Quotations not received on given E-5 proforma or/and incomplete quotations shall not be considered.
- 5.4 Those bidder(s) who submit their quotations by post or do not participate in the quotation opening process 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 standard E-5 quotation Proforma. Whereas, other bidders present in the quotation opening process shall sign the office copy of the quotation notice at the time of opening process.

- 5.5 Conditional quotations and quotations received through Fax or E-mail shall not be considered.
- 5.6 The bidder shall seal the quotation in an envelope addressed to the DPO Shimla and the outside of the envelope will also bear the following identification on the top of the envelop :-  
Quotation for \_\_\_\_\_ (No.& Name of the item of Goods/material)  
Do not open before \_\_\_\_\_ (time and date of quotation opening).
- 5.7 Quotations must reach in the office of the DPO Shimla not later than the time and date specified in the letter of invitation/quotation notice. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.
- 5.8 Any quotation received after the deadline for submission of quotations will not be considered.

#### **6. Evaluation of Quotations**

- 6.1 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. And in case, there is overlapping in timing for opening of quotation due to postponement of the date of opening of quotation to next working day, the 'time' for opening of this quotation shall be notified to the bidders through the 'notice' pasted on the notice board of this office, prior to such 'new time' fixed for opening of quotation on the 'next working day'.
- 6.2 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/quotation notice.
- 6.3 Quotations with cutting/overwriting in quoted rates shall not be accepted. However, such cutting/overwriting, duly attested by the bidder(s) before submission / tendering of quotation into tender box, shall be considered by the purchaser.
- 6.4 Submission of false information(s) and/or document(s) shall automatically lead to cancellation of contract without prejudice to criminal proceedings against the bidder/contractor.
- 6.5 The 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.
- 6.6 The Quotations would be evaluated for all the items together/Separately√
- 6.7 GST in connection with procurement of works, if any applicable, shall not be taken into account in evaluation of bids.
- 6.8 The Employer (Chairman/committee) will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified in clause 4 & 5 above:
- 6.9 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.
- 6.10 After the evaluation of bids/quotation is over, the successful bidder(s) shall be notified of award of work and the bid security deposited by him/her/them shall be converted into performance security. Bid security of other bidders shall be returned on the same day.





## **7. Award of contract**

- 7.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price and meets the specified qualification criteria.
- 7.2 In case of tie on quoted rates between / among suppliers, the supply order shall be divided / split equally between / among all such lowest bidder or to one of them on the written consent of all of them.
- 7.3 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiry of the quotation validity period.
- 7.4 The terms of the accepted offer shall be incorporated in the purchase order.
- 7.5 The above quantity is tentative and can be increased or decreased as per the actual requirement of the purchaser, which is based on the requirement received from the beneficiaries and availability of above items/goods from DGS&D and other Govt. owned Institutions / Farms etc. The bidder shall have no right to object or challenge the decision of the purchaser w.r.t. the variation between the quoted approx. Qty. and the actual requirement based on above factors.
- 7.6 The successful bidder(s) will have to arrange supply within 7\* days after issuing of supply order.
- 7.7 The material should be supplied as per the above given specifications FOR, Road Side.
- 7.8 Any loss discrepancy noticed/pointed out later on at any stage, will be the liability /responsibility of the company/supplier and if already paid for it, Shall have to refund the entire payment to this project in one go with interest @ 9.5% per annum from the date of supply, without prejudice to the administrative or legal action, which can be initiated against the supplier for breach of contract.
- 7.9 Any shortage/ damage/loss during transportation/ supply will be the responsibility of supplier and he shall have to replace such short supply of goods.
- 7.10 The above material supplied by the supplier shall have to be placed for inspection before the inspecting officer or committee, as the case may be, at the place of delivery and it shall be received by the purchaser only after the recommendation of the inspecting officer/ committee.
- 7.11 Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 7.12 The acceptance of the goods supplied by the supplier shall be subject to the recommendation of the inspecting officer or committee, as the case may be, who/which shall inspect the items/goods at the place of delivery.

## **8. Miscellaneous :**

- 8.1 Bidders should have his account in any nationalize bank, covered under RTGS/NEFT-facility and shall quote in his /her bid document (i.e E-5 )Name of the bank and branch, with IFSC code
- 8.2 Payment towards the project cost shall be made to the supplier, as soon as possible, after receipt of the goods at DPO Office Shimla and on recommendation of the inspecting officer or committee, as the case may be and the remaining amount towards beneficiary share shall be paid immediately after receiving the beneficiary contribution from the beneficiaries. However, no advance payment, whatsoever, shall not be made to the supplier/contractor.
- 8.3 Not with standing 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.
- 8.4 In case of any dispute, the Chief Project Director, IDP, Solan will be the final authority to decide the matter and the decision will be binding on both the parties.



8.5 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Shimla

It is certified that I/we agree to the terms and conditions of the quotation and I/we fully understand that any violation of the terms and conditions by me/us shall render me/us liable for suitable action, against me/us as deemed fit by the purchaser.

Name(s):-

Signature(s)

You are requested to provide your offer latest by 11.00 am on 27<sup>th</sup> September, 2024. We look forward to receiving your quotations and thank you for your interest in this project and for further details and downloading E-5, visit Project Web site <http://www.hpidp.org>

\* The period of 7 days shall be reckoned from the date, whichever is earlier, either, the actual date of the delivery of supply order at the given address(es) of the supplier, through fax, e-mail, by post or by some other means, or after 2 days from date of dispatch/issue of this letter from this office.

\*The tentative quantity put to bidding is based on the proposals of the groups, which may vary after the final scrutiny and approval of the proposals, as it shall only be provided to the eligible groups/beneficiaries.

  
16/09/2024  
District Project Officer,  
Integrated Development Project  
Shimla at Shoghi

## FORMAT OF QUOTATION

  
 District Project Officer  
 IDP, Shimla

S. No.	Brief Description Goods / items	Specifications	Qty.	Unit	Place of Delivery	Quoted Unit Rate in Rs.	Total Amount	
							In Figures	In Words
1.					APO Unit Sainj & Nerwa under DPO Office Shimla			
2.								
3.								
4.								
Total:								
GST if any:								
G. Total:								

Gross Total Cost: Rs. ....

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (amount in figures) (Rs. \_\_\_\_\_ amount in words) within the period specified in the Invitation for quotations.
2. We also confirm that the normal commercial warrantee/guarantee of \_\_\_\_\_ Months shall apply to the offered goods / livestock.
3. I/We hereby certify that the rate quoted by us shall remain valid up to 60 days.
4. I / We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or other illegal acts/means.
5. I / We hereby certify that I / We agree to all the terms and conditions of notice for the procurement of the above material\*/works\*/service\*.
6. I/We hereby certify that I/We hereby authorize the authorities of the HP IDP Project, to make payment to me/us, in lieu of the procurement made by the Project, our bank account, with following details, as:-

Details of the Bank Account:

Name of the Bank account holder: \_\_\_\_\_

Name of the Bank and Branch: i) Bank \_\_\_\_\_ ii) Branch \_\_\_\_\_

At \_\_\_\_\_

Acctt. No. of the owner & IFSC code of the Branch: i) A/C No. \_\_\_\_\_ ii) IFSC code \_\_\_\_\_

Date: .....

**Signature of Bidder/ authorized signatory  
of the firm / supplier/bidder.**

\*PAN: \_\_\_\_\_

\*Registration no./ Authorization of the firm \_\_\_\_\_

COMPLETE ADDRESS OF THE SHOP/ OFFICE /RESIDENCE OF THE Bidder(s)	
<u>Correspondence Address:</u>	<u>Permanent Address:</u>
Name of the bidder :- .....	Name of the bidder :- .....
Village/Mohalla/Colony.....	Village/Mohalla/Colony.....
Post Office ..... Tehsil .....	Post Office ..... Tehsil .....
District..... State .....	District..... State .....
PIN.....	PIN.....
Email ID : .....Mobile :.....	Email ID: .....Mobile:.....
(ii) Land line with STD Code: ..... Fax No: .....	(ii) Land line with STD Code: ..... Fax No: .....

1.Last date & time for submission of quotation:

27/09/2024 at 11:00 am

2.Date and time for opening of quotation:

27/09/2024 at 11:30 am