



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



For
Source Sustainability And Climate Resilient Rain-fed Agriculture
District Project Officer, IDP Bilaspur

REQUEST FOR QUOTATIONS FOR WORKS UNDER NATIONAL SHOPING PROCEDURE
No _____ Dated _____

Sub : REQUEST FOR QUOTATIONS FOR SUPPLY OF GARLIC SEED

Dear Sir,

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 Bilaspur HP invites quotations from the manufactures or dealers holding required valid PAN / TAN / GST number.

Item No.	Brief Description of Goods/ material	Specification	Packing	Quantity (Approx.)	Place of Delivery
1.	GHC-01 Garlic Seed	Approved by Department of agriculture state H.P	25Kg	11.50. Qtls	DPO Bilaspur

The standard quotation/bid form E-5(Schedule of Quantity) along with instructions to bidders (Quotation Notice) can be from the office of the concerned APO office & DPO Office on any working day during the office hour's w.e.f. 16.09.2024 to 30.09.2024 up to 10.30 AM. Which shall be opened on the same day at 11.00 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 28.09.2024 or visit official Website of the Project: <http://www.hpiddp.org/Tenders.htm>. The quantity mentioned above is approximate, which may vary and supplier/ contractor shall be bound to honors the revised supply order(s) during the period of contract.

The other terms & conditions are as under:-

2. **Qualification of the bidder :** The bidder shall attach/provide following qualification information/documents 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 and GST number.
 - 2.2 Self attested copy of the Bank Account duly covered under RTGS/NEFT.
 - 2.3 Self attested copy (i.e) of registration/authorization certificate(s) issued in favour of the firms/bidders notifying/declaring the firm/bidder as its authorizing dealers/suppliers of the Goods/Material by the competent authority in respect of above items.
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 of Goods/Material shall be shown separately.

Validity of Quotation :

Quotation shall remain valid up to 31.12.2024

Submission of Quotations :

- 5.1 Each bidder shall submit only one quotation on standard E-5 format, for each item.
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.
- 5.2 Quotations not received on given E-5 format or/and incomplete quotations shall not be considered.
- 5.3 Conditional quotations and quotations received through Fax or E-mail 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 Format. 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 The bidder shall seal the quotation in an envelope addressed to the *DPO Bilaspur 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).
- 5.6 Quotations must reach in the office of the *DPO Bilaspur* not later than the time and date specified in this 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.
- 5.7 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 such 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 Quotation/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 purchaser (Chairman/committee) will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified in above clauses.
- 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 intimated regarding acceptance of his/her bid and shall be notified of award of work/supply, immediately after the approval of rates by the competent authority.

7. Award of contract

- 7.1 The Purchaser may award the contract to the bidder who has offered the lowest evaluated quoted price and his/her quotation has been determined to be substantially responsive, and has also deposited required performance security, as stipulated above.
- 7.2 The bidder whose bid is accepted the terms of the accepted offer shall be incorporated in the purchase order.
- 7.3 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.
- 7.4 The bidder whose bid has been accepted and has deposited the required performance security in the require manner will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period and the terms of the accepted offer shall also 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/ approved Institutions / Firms 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.

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.

Any shortage/ damage/loss during transportation/ supply will be the responsibility of supplier and shall have to replace such short supply of goods.

- 7.7 The above goods/ 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 the acceptance of the goods supplied by the supplier shall be received by the purchaser only after the recommendation of the inspecting officer/ committee as the case may be.
- 7.8 Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
8. Miscellaneous:
- 8.1 To enable I/S to make payment through e-banking, bidders should have his account in any bank, covered under RTGS/NEFT-facility and shall quote 'Account No., Name of the bank and branch along with IFSC code' under relevant column/line in his/her bid document (i.e E-5).
- 8.2 Payment towards the 'project cost' shall be made to the supplier, after receipt of the goods at the desired/given destination(s) and on recommendation of the inspecting officer or committee, as the case may be, as soon as possible. And the remaining amount towards 'beneficiary share if any' shall be paid immediately after receiving the 'beneficiary share' from the beneficiaries. However, advance payment, whatsoever, shall not be made to the supplier/contractor.
- 8.3 Notwithstanding the above, at any stage of the bidding process, the purchaser reserves the right to cancel the bidding process and reject all quotations, prior to 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 Bilaspur.

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 of the bidder(s):-

Signature of the bidder(s)

You are requested to provide your offer latest by (10.00 AM) on 30th 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.hpiddp.org/Tenders.htm>.

- * The period of 7 days shall be reckoned from the date, of dispatch/issue of supply order from this office
** The tentative quantity put to bidding is based on the proposals of the groups/beneficiaries, which may vary after the final scrutiny and approval of the proposals, as it shall only be provided to the eligible groups/beneficiaries.

District Project Officer,
Integrated Development Project,
Bilaspur, Distt. Bilaspur (H.P.)

Endst. No./Quotation/Bid/ 993-96 / Dated, the/ 16/09/2024

Copy is forwarded to:

1. Chairman/Members Quotation opening Committee for favour of information & necessary action.
2. Both A.E.Os of this Division for favour of information and n/action.
3. Account Branch of this office for information.
4. Notice Board.

District Project Officer,
Integrated Development Project,
Bilaspur, Distt. Bilaspur (H.P.)

FORMAT OF QUOTATION E-5

Brief Description Goods / items	Specifications	Qty. (App)	Place of Delivery	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
GHC-01 Garlic Seed	Approved by Department of agriculture state H.P	11.50. Qtls	DPO Bilaspur			
Total:						
GST if any:						
G.Total:						

Gross Total Cost : Rs.

- 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.
- We also confirm that the normal commercial warrantee/guarantee of _____ Months shall apply to the offered goods / livestock.
- I/We hereby certify that the rate quoted by us shall remain valid up to 31.12.2024
- 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.
- 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*.
- I/We hereby certify that I/We hereby authorize the authorities of the Integrated Development Project, to make payment to me/us, in lieu of the procurement made by the Project, through e-banking in my/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: _____

*Regd. No. of the firm _____

COMPLETE ADDRESS OF THE SHOP/OFFICE/RESIDENCE OF THE Bidder(s)

Correspondence Address:

Name of the bidder :-
Village/Mohalla/Colony.....
Post Office Tehsil
District..... State PIN.....
Email ID : Mobile :
(ii) Land line with STD Code: Fax No:

Permanent Address:

Name of the bidder :-
Village/Mohalla/Colony.....
Post Office Tehsil
District..... State PIN.....
Email ID: Mobile:.....
(ii) Land line with STD Code: Fax No:

*Strike of whichever is not applicable.

Last Date & Time for Submission of Quotation :

30.09.2024 At 10AM

Date and Time for opening of Quotation :

30.09.2024 At 11AM