

W-5

**PROCUREMENT OF CIVIL WORKS
THROUGH
REQUEST FOR QUOTATION
(RFQ)/SHOPPING PROCEDURES**

(Lump sum and percentage rate tender)

(Two-Envelope with e-Procurement)

(For Contracts valued less than the equivalent of US \$ 100,000 each)

NIT

(Job No. 120/NGR)

STEP Ref. No. 450048

April 2018

REQUEST FOR QUOTATIONS
Procurement of Works under RFQ/Shopping Procedures
E-Procurement Notice
(Two-Envelope with e-Procurement Bidding Process)

Project : DISTRICT PROJECT OFFICER, IDP KULLU
Contract title: NIT for Construction of Minor Gravity Irrigation Scheme Secondary at Khila Piche from Khanor Aage tank for Vill. Riyara ward No 4 & 5 GP Riyara for the Year 2024-25.

RFQ No(Step Ref. No.) : 450048
Date : 4-11-2024

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. The District Project Officer invites quotations electronically from eligible bidders for construction of the following works.

| Job No. | Brief Description of the Works | Approximate value of Works (Rs.) | Period of Completion |
|---------|--|----------------------------------|--|
| 120/NGR | NIT for Construction of Minor Gravity Irrigation Scheme Secondary at Khila Piche from Khanor Aage tank for Vill. Riyara ward No 4 & 5 GP Riyara for the Year 2024-25 | 5,74,000/- | 60 days from the execution of contract agreement |

2. This e-Procurement notice includes the following documents¹ 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 e-Procurement notice including the various documents and forms to be filled etc. can be downloaded free of cost by logging on to the website www.hpidp.org. The bidders would be required to register in the website which is free of cost.
- 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.
3. For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India for issuing DSC. Bidders can see the list of licensed CA's from the link (www.cca.gov.in). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: www.hpidp.org
5. Quotations, both Technical Part and Financial Part shall be submitted on or before 16.11.2024 at 11 AM. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The 'Technical Part' of the Quotations will be opened online on 16.11.2024 at 11.30 AM, this can also

be viewed by the bidders online. The electronic summary of quotation opening of technical part will be generated and uploaded online.

| | |
|--|--|
| Description: <i>Const. of Culvert/Bridge over Gummidhar Nallah at Mehapande in GP Pangan under APO IDP unit Naggar for the year 2024-25.</i> | |
| Date of Online Publication | 4.11.2024 |
| EMD | 15000/- (Rupees: Fifteen thousand) only through FDR pledged in favour of District Project Officer, Integrated Development Project Kullu. |
| Tender Fee | Rs. 350/- (Rupees: Three Hundred & Fifty) only in shape of Demand Draft or through e-Challan to District Project Officer, Integrated Development Project, Kullu D.D. Code 981, Treasury Code : KLU00 in the revenue Head 0070-60-800-17- <i>EPROCUREMENT OF TENDER FEE</i> |
| Bid Submission Start Date | 5.11.2024 |
| Last date for submission of bid | 16.10.2024 at 11:00 AM |
| Last date of physical submission of EMD/cost of tender & technical bids | 16.10.2024 at 11:00 AM |
| Date of opening of Technical bids | 16.10.2024 at 11.30 AM |
| Date of opening of Financial bids | Will be notified after finalization of technical scrutiny and intimated in due course of time |

6. 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 in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
7. Other details can be seen in the RFQ document. The implementing agency shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ document may notify the Implementing agency online or may visit the office of the implementing agency at the address given below.

District Project Officer
Integrated Development Project,
Forest Complex Uppar Dhalpur
Kullu Distt. Kullu (HP) 175101

Endst. No. 1561-64

Dated the, 04/11/2024

Copy is forwarded to:-

1. Chief Project Director, IDP, Solan for favour of information and n/action please.
2. Chairman and members tender opening committee for favour of information and necessary action as per bid condition of the tender notice in true spirit and compliance
3. All APO's under DPO, IDPKullu for favour of information & wide publicity in the concerned GP.
4. Notice Board for vide publicity/Uploaded on project website: <http://www.hpmdp.org/Tenders.htm>.

District Project Officer,
Integrated Development Project Kullu

Instructions to Bidders

SECTION - A

1. Scope of Works

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

| Job No. | Brief Description of the Works | Approximate value of Works (Rs.) | Period of Completion |
|---------|--|----------------------------------|--|
| 120/NGR | NIT for Construction of Minor Gravity Irrigation Scheme Secondary at Khila Piche from Khanor Aage tank for Vill. Riyara ward No 4 & 5 GP Riyara for the Year 2024-25 | 5,74,000/- | 60 days from the execution of contract agreement |

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:-

- (a) Total monetary value of works executed by him for each year of the last 3 years;
- (b) 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;

- (c) Report on his financial standing, along with last 3 years' financial statements/Profit and Loss Statements; and
- (d) 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, CGST & SGST and other applicable Taxes clearance certificates for the preceding 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 two years;

[IA should insert value equivalent to 80% of the estimated cost of the Work.]

- (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);

(Note- Delete/modify the sub clauses (b)and (c) to suit the individual work for which quotations are invited)

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 upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to this RFQ document.

5. Quotation Prices

- a) 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 electronic submission on e-Procurement Portal.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) 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.
- d) The rates should be quoted in Indian Rupees only.
- e) All the Tools/Equipments for the execution of work will be arranged by the contractor for which no extra payment can be claimed

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 online 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 uploaded with the RFQ document) wherein the rates shall be entered online.

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 uploaded online no later than the deadline for submission of quotations viz. **16.11.2024 at 11 AM and opened on same day at 11.30 PM**, as per server time. A Bidder may modify its Quotation any number of times by using the appropriate option on the e-Procurement Portal, before the deadline for submission of 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 uploaded along with the Priced Bill of Quantities that shall be entered using the Forms available online, without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on the e-procurement website.

~~(c)~~ (b) All documents are required to be signed digitally by the Bidder. The System generates a Unique Quotation Identification Number, time stamped as per server time, as an acknowledgement for Quotation submission. Detailed guidelines for viewing and submission of Quotations online are given in the website.

(c) That, each bidder shall submit only one quotation on standard W-5 proforma, for each Work/Job.

(d) 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 'corrigendum' on e-tendering website.

8. Online Opening and Evaluation of Technical Parts of Quotations: The 'Technical Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening of technical part will be generated and uploaded online. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online 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 online 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.

(d) 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 and that their Financial Part of Quotation will be opened online on **16.11.2024 at 12.30 PM**

(e) That, the Quotations would be evaluated for all the items together.

(f) 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. Online Opening and Evaluation of Financial Parts of Quotations: The 'Financial Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening of financial part will be generated and uploaded online.

(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) 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.
- (e) 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 offer letter 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 7 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

| 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/EMD 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 --- 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 **Naggar 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 ---office 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 TDS / TDS on 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 affect 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:-
- i) That, the contractor fails to start the work within stipulated period.
 - ii) 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 direct the contractors to execute the works partially or whole work mentioned in tender and the contractor shall not have any right to object to it.

t. 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.

u. 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

11. Performance Security

Within **5 days** of receiving letter of acceptance, the successful bidder shall deliver to the performance security (either a FDR in duly pledge in favour of DPO, IDP, Kullu) 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 debarring 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 1st rainy season 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 _____

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 at **Annexure-4**

Check List

Please attached all technical and Financial documents as per below check list properly serial wise:

| | |
|----------------|--|
| Sr. No. | Documents for technical evaluation |
| A-Part) | Envelop Cover-I (Only Technical Bids) |
| 1 | Form of Qualification Information with signature attached (Filled properly) |
| 2 | Letter of Quotation Technical Part (Filled properly) |
| 3 | Original copy of EMD |
| 4 | Photo Copy of Contractor Registration |
| 5 | Photo copy of PAN Number |
| 6 | Photo Copy of Bank Detail (copy of Bank Account No.) |
| 7 | Photo copy of Income Tax (Assessment Year 2024-25) |
| 8 | Photo copy of CGST/SGST No. |
| 9 | Photo copy of GST & other applicable taxes clearance Certificate |
| 10 | Affidavit (who responsible all tax liability) |
| 11 | Photo Copy of Work Done Certificate previous three years experience (Department/Corp./Board/Project) |
| B-Part) | Envelop Cover-II (Only Financial Bid) |
| 1 | Attached only W-5 Form (Bid Rate) |
| 2 | Letter of Quotation Financial Part (Filled properly) |

QUALIFICATION INFORMATION

1.1 Principal place of business: _____

Power of attorney of signatory of Quotation.

[Attach copy]

1.2 Total value of Civil Engineering 20____
construction work performed in the last 20____
three years (in Rs. Lakhs) 20____

1.3 Work performed as prime contractor (in the same name) on works of a similar nature over the last three years.

| Project Name | Name of Employer | Description of work | Contract No. | Value of contract (Rs.Lakhs) | Date of issue of work order | Stipulated period of completion | Actual date of completion* | Remarks explaining reasons for delay and work completed |
|--------------|------------------|---------------------|--------------|------------------------------|-----------------------------|---------------------------------|----------------------------|---|
|--------------|------------------|---------------------|--------------|------------------------------|-----------------------------|---------------------------------|----------------------------|---|

Existing commitments and on-going works:

| Description of Work | Place & State | Contract No. & Date | Value of Contract (Rs. Lakhs) | Stipulated period of completion | Value of works* remaining to be completed (Rs. Lakhs) | Anticipate d date of completion (7) |
|------------------------|------------------|------------------------|--|---------------------------------------|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) | |

* ***Enclose a certificate from the Engineer concerned for completion as well as value of pending works.***

1.4 Proposed subcontracts and firms involved.

| Sections of the works | Value of Sub-contract | Sub-contractor (name & address) | Experience in similar work |
|-----------------------|-----------------------|---------------------------------|----------------------------|
| * | * | * | * |
| | * | * | |
| | * | * | * |
| * | * | * | |
| | * | * | * |
| | * | * | |
| * | | | |

1.5 Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.

1.6 Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.

1.7 Information on litigation history in which the Bidder is involved.

| Name of the work | Agreement number/date | Name & address of Employer | Contract Value in Rs | Cause of dispute | Amount Disputed | Remarks showing present status |
|------------------|-----------------------|----------------------------|----------------------|------------------|-----------------|--------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

Description of the Works*:

RFQ No.:[insert identification]

Our Reference: No..... Dated.....

To:(Employer's name and address)

Subject : Construction of.....
.....

Reference : Letter No.....dated.....from.....

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ document;
- (b) **Conformity:** We offer to execute the subject work in conformity with the RFQ document and in accordance with the Period of Completion specified in Section A.;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of **45 to 90** days, from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;

(e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature : Date: _____

Name & Title of Signatory : _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder : _____

Address : _____

Dated on _____ day of _____, _____ *[insert date of signing]*

* ***To be filled in by the Employer before issue of the Letter of Invitation.***

** ***To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.***

Letter of Quotation–Financial Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

Description of the Works*:

RFQ No.: [insert identification]

Our Reference: No..... Dated.....

To:

(Employer's name and address)

Subject: Construction of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part including the Quotation Price and Bill of Quantities. In submitting our Financial Part we make the following additional declarations:

- (a) **Validity:** Our Quotation shall be valid for the period of 45 to 90- days from the deadline fixed for the Quotation submission;
- (b) **Quotation Price:** The total price of our Quotation including any unconditional discounts, offered in accordance with the Conditions of Contract as per BOQ uploaded on HP e-tenders.
- (c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

To be filled in by the Employer before issue of the Letter of Invitation.

**** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.**

AFFIDAVIT

I, _____ (Name of Contractor) R/o Village_____ PO
_____Teh._____Distt. _____(H.P.)Pin No. _____. Do hereby
solemnly affirm and declare on oath as under :-

1. That the deponent is permanent resident of Village above mentioned place.
2. That the deponent is Registered ____ Class (A,B,C,D,) Contractor with the Department
of _____ bearing GST No. _____
3. That I hereby declared that I have cleared GST and all other taxes liability for
financial year 2023-24. If, in case liabilities of GST and other taxes found against me, I
shall be liable for the consequences.

DEPONENT

VERIFICATION

I the above named deponent do hereby verify that the contents of this affidavit
are correct and true to the best of my knowledge and belief. Nothing relevant has been
concealed there from and as such is verified today on.

DEPONENT

ABC Construction Company
Class-A/B Government Contractor

Village P.O..... Tehsil
Distt.Himachal Pradesh Pin Code

Name of Departments whom Registered:-HPPWD/Jal Shakti Vibhag /Forest Department
(Contact No: _____ GST No. _____
E mail ID: _____ PAN No. _____
Ref. No. _____ Date: _____

TO WHOM IT MAY CONCERN

It is certified that Sh..... registered as Class A/B Government Contractor with office of XEN(IPH/PWD) in H.P. vide office order No..... ..dated having Registration No.

Further it is certified that Sh.S/O Sh. is permanent resident of Village P.O. Tehsil Distt., Himachal Pradesh. He has with us since He has executed the works as.....during these years and detail of works alongwith amount is as under:-

| Sr.No. | Description of Work | Place of Work | Department | Year | Amount |
|--------|---------------------|---------------|------------|------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| | | | | | |

He is very hard worker and sincere in his work. We pray for his better future.

I,.....(Name of Contractor) R/O
Village.....P.O. TehsilDistt.,
Himachal Pradesh pin No..... do hereby solemnly affirm and declare the contents of this experience certificate are correct and true to the best of my knowledge and belief. Nothing relevant has been concealed therefrom and as such is verified today on.

Name of Contractor/Company
(With Seal)

Note: Copy of Registration Certificate with class is attached.

Annexure I

| | | | | | | |
|---------------------------------------|--|--|--|--|--|--|
| | | | | | | |
| Gross Total Estimated Cost: Rs | | | | | | |

We agree to execute the works in accordance with the approved drawings and technical specifications at percentage above/below the estimated rates, i.e., for a total Contract Price of Rs.(amount in figures) (Rs. amount in words).

Signature of Contractor

(Where there is a discrepancy between the amount in figures and words, the amount in words will prevail)

Format of certificate

Certified that the works upto ----- stage(as defined in Clause 3.1 of the Agreement) in respect of construction of ----- at -----
----- have been executed satisfactorily in accordance with the terms and conditions of the agreement and as per approved drawings and technical specifications.

Signature

Name & Designation (Official

address)

Place:

Date:

Office seal

Environmental and Social Guidelines

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 of 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 ongoing 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.

Sd/-

***District Project Officer
Integrated Development Project,
Forest Complex UpparDhalpur Kullu
Distt. Kullu (HP) 175101
Landline Tel. No. 01902-226627.***