H.P. Forest Department

INTEGRATED DEVELOPMENT PROJECT (IDP)

For

Source Sustainability And Climate Resilient Rain-fed Agriculture

District Project Officer, IDP Hamirpur
Mobile No 94182-11476 email-dpohmr17@gmail.com

REQUEST FOR QUOTATIONS FOR WORKS UNDER NATIONAL SHOPING PROCEDURE.

Subject: **REQUEST FOR QUOTATIONS (RFQ) FOR THE REPAIR AND MAINTENANCE OF IDP DPO OFFICE HAMIRPUR AT VILL. KHASGRAN.**

Dear Sirs,

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 Rainfed 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) Hamirpur invites quotations from the **registered contractors and experience for execution of similar nature of works,** ***holding valid PAN card, GST number/Labour License*** on standard **W-5 Proforma** (Schedule of quantity enclosed herewith), for execution of following works as tabulated below, as:-

Job No.	Name of Work	Approximate Cost as per schedule rates of H.P. Ft.Deptt. and estimates (Rs.)	Period of Completion	Bid Security (5% of estimate cost
DPO/O-001/2020-21	THE REPAIR AND MAINTENANCE OF IDP DPO OFFICE HAMIRPUR AT VILL. KHASGRAN.	149958	20 days from award of work.	7498

The standard quotation/bid form ***W-5****(Schedule of quantity) along with instructions to bidders (quotation notice) can be obtained/ procured by the bidders* ***at a cost of Rs. 100/- per job*** from this office *on* any working day during the office hours ***w.e.f. 20/02/2021*** *and each bidder may not take the W-5 form for more than 5 Jobs.*

The quotation on standard W-5 format (Schedule of quantity) duly filled in, accompanied with self attested copies of documents pertaining to the qualification / eligibility criteria of the bidder, as per the condition laid below under:-

1. ***Qualification of the Bidder"*** of this quotation notice, should reach in the office of the undersigned on or before 03/03/2021 upto 12***:30 Noon.*** along with required earnest money/bid security in the shape of draft/TDR/FDR pledged in favour of Distt. Project Officer, Hamirpur, H.P. and making its entry in relevant spaces provided for it W-5. Quotations shall be opened on the same day at **1:00*Noon,*** in presence of the interested bidders or their representative *who wish to be present.* For more details, please contact the office of the undersigned on any working day between 10.00AM to 5.00PM up to 02/03/2021.

Instructions to bidders

2. **Scope of Works:** 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.

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

3.1 ***Self attested Photo copy of his/her PAN card and***

3.2 ***Self attested copy of the Bank Account duly covered under RTGS/NEFT.***

3.3 ***Self attested copy of GST number / labour license number.***

4. **Bid Price:**

4.1 That, it is be assumed that the bidder(s)/contractor(s) has (have) visited the site of work prior to bidding for the above work and has obtain all the relevant factors in to account /consideration that may be necessary for preparing the quotation and therefore, he shall have no right to object the details of works, at a later stage

4.2 ~~That Prices shall be quoted in Indian Rupees only~~

4.2 That, Prices shall be quoted in Indian Rupees only.

4.3 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.

4.4 That, 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.

4.5 That, all duties, taxes and other levies payable / applicable, if any included in the total price, shall be shown separately.

5. **Validity of Quotation:**

5.1 That, the quotation shall remain valid upto *31-03-2021 for* consideration by the DPO IDP Hamirpur from the last date specified for submission of quotations /bids.

6. **Submission of Quotations:**

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

6.2 ***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.***

6.3 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.

6.4 **That, 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 the W-5 standard quotation Performa(Schedule of Quantity). Whereas, other bidders present in the quotation opening process shall sign the office copy of the quotation notice at the time of opening process.**

6.5 That, the bidder shall seal the quotation in an envelope addressed to the DPO(IDP) Hamirpur, 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)
Do not open before _____ (time and date of quotation opening).

6.6 *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.*

6.7 *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.*

7. **Opening & Evaluation of Quotations:**

7.1 *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.*

7.2 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.

7.3 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.

7.4 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.

7.5 *That submission of false information(s) and/or document(s) shall automatically lead to forfeiture of security/earnest money to the Govt. and rejection of quotation or cancellation of contract at the cost of such bidder without prejudice to criminal proceedings against the bidder/contractor.*

7.6 That, the DPO IDP Hamirpur / 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.

7.7 That, the Quotations would be evaluated for **all the items together**.

7.8 That, the DPO IDP Hamirpur /(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.

7.9 **That, the quotation / bid security deposited by the unsuccessful bidders shall be returned / refunded to them after the evaluation of bids/quotation is over.**

8. **Award of Contract & Execution of Work:**

8.1 That, the evaluation of bids /quotations is over, the successful bidder(s) whose quotation(s) has(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 DPO IDP Hamirpur.

8.2 That, in case of tie on quoted rates between / among suppliers, the supply order shall be divided / split equally between / among all such lowest bidders or to one of them on the written consent of all of them.

8.3 That, the bidder whose bid is accepted will be notified of the award of contract by the DPO IDP Hamirpur prior to expiry of the quotation validity period.

8.4 That, The contractor shall have to start the awarded work within the **7 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.

8.5 That, the successful bidder(s) shall be notified of award of work shall have to deposit required balance performance security @5% in the shape of FDR/ TDR/Draft in favour of Distt. Project officer Hamirpur at the time of agreement .

8.5(a) Earnest money deposited by the lowest bidders shall be converted into performance security and will be released after successful completion of works within stipulated period.

8.6 That, **the successful bidder/contractor shall have to sign an agreement deed within 02 days of the award of work** and shall have to **start the work within 5 days of date of signing of agreement deed** with the authorized Project officer (Concerned APO). The contractor/ bidder shall have to complete the work within the specified/allowed period in writing & within agreed costs, and nothing extra shall be payable on account of escalation of cost in material, labour etc. in due course of time, which may be due to unforeseen reasons.

8.7 That, the Contractor / bidder shall have to execute and complete the work under the supervision and technical guidance of project staff of the concerned APO Unit.

8.8 **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 following stages of execution of work as:-**

(i) Final work.

8.9 That, in case mandatory inspection as laid down vide condition 8.8 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.

8.10 **That, the income tax @ 1% shall be deducted on total amount of contract & GST @ 2% will** be deducted from the total amount of the contract/works if exceeds Rs. 2.5 lac. In addition to it any other tax if applicable will be deducted from the total amount of the contract.

8.11 That, under normal circumstance, no extension in working period will be granted and the decision of the Employer in this regard shall be final.

8.12 Since the work is of seasonal nature and if the contractor fails to complete the work within stipulated time and delays the execution / construction of 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 45 days, Employer shall be authorized to penalized the contractor upto 10% of the total cost of the allotted work.

8.13 That, the DPO IDP Hamirpur 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 abandons the work at any stage of work.

8.14 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.

8.15 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,

8.16 The contractor/bidder shall bear /pay all the applicable taxes and other charges as applicable from time to time.

9. **Performance Security:**

i) As per (8.4& 8.5) the performance security will be valid till the successful and completion of awarded works.

10. **Miscellaneous:**

10.1 The contractor / bidder shall pay the minimum wages to the laborers and shall be bound to abide by/comply all other provisions of the labour laws, applicable in this regard and as may be notified by the GOI/GHP from time to time.

10.2 The contractor/bidder shall give first preference to the local communities/informal of the concerned G.P. In case of non-availability of labour in concerned GP, the contractor shall intimate the Pradhan of this GP where work is being done, in writing, with its copy to the concerned APO regarding this fact and shall engage labour from the adjoining GPs or other GPs near to this work.

10.3 The Material like Cement, Bricks,sand etc. for the repair/construction work will have to be procured by the Contractor.

10.4 The successful shall comply the risk mitigation measures recommended in ESMF, ESS- specific plans and negative list.

10.5 The successful bidder will be responsible for safety health and environmental aspects at work place or section of work place for the contract period. He will be responsible for maintain the social distance between labourers and provide them the required accessories and will avoid by the advisory being issued by Govt. regardus COVID-19.

10.6 Notwithstanding the above, the DPO IDP Hamirpur 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.

10.7 In case of any dispute, the DPO Hamirpur / Chief Project Director, Solan will be the final authority to decide the matter and the decision will be binding on both the parties.

10.8 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Hamirpur.

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, therefore, requested to offer your most competitive bid(s) for the above work, latest by (2.00 Noon) on 03/03/2021, We look forward to receiving your quotations and thank you for your interest in the project.

(Employer)

District Project Officer,
Integrated Development Project,
Hamirpur, District Hamirpur (HP)

Endst.No./Quotation/Bid/ 4007 - 4009 **/ Dated, the/** 20-2-21

Copy forwarded to the:-

1. Addl. Pr. CCF-cum-Chief Project Director, IDP, Solan for favour of information and n/action please.
2. APO Barsar favour of information and further n/action.
3. Notice Board for vide publicity.

District Project Officer,
Integrated Development Project,
Hamirpur, District Hamirpur (HP)