



H.P. Forest Department

INTEGRATED DEVELOPMENT PROJECT (IDP)

For

Source Sustainability And Climate Resilient Rain-fed Agriculture
(Chilghari Kangra at Dharamshala-176215)

No. _____

Dated/ _____

....

REQUEST FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURES

To

SUB: REQUEST FOR QUOTATIONS FOR THE SUPPLY OF RECYCLED POLYTHENE BAGS.

Dear Sir,

1. Government of India has received a credit from the International Bank for Reconstruction & Development (IBRD) 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) Kangra at Dharamshala invites quotations from the manufactures or dealers holding required valid PAN / TAN / GST / VAT No. for supply of following items / articles **F.O.R. destination**, on E-5 Proforma, enclosed herewith, as per detail tabulated below, as:-

Item No.	Brief Description of the Goods/ Specifications*	Qty.	period of Delivery	Place of delivery	Earnest Money	Cost of tender form
1.	Black recycled Polythene Bags for raising of Nursery. Black recycled Polythene bags of Size 5'x9" gauze 150 having 6 hole's in 2 rows of 3 hole's in each Lower 2/3 Portion automatically double sealed by heat process dia of hole 0.3 mm Approximately 190 to 200 bags (+ - 10) per Kg.	5.50 Qtl. (packing =25 Kg)	7 days from the date of supply order	O/o DPO(IDP) Kangra at Dharamshala	2500/- (in shape of A/c payee bank draft or FDR duly pledged in favour of DPO (IDP) Kangra at Dharamshala	100/-

The quotation on standard E-5 proforma alongwith sample should reach in the office of the undersigned on or before **12th March, 2020 by 12.00 AM**. After finalization of sample, the quotations shall be opened on the same day at **12.30PM**, 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 10.00 AM to 5.00 PM up to **11th March, 2020**. The quantity mentioned above is approximate, which may vary and supplier/ contractor shall be bound to honor 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 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 / TAN / GST / VAT NO.
- 2.2 Self attested copy of the Bank Account duly covered under RTGS/NEFT.
- 2.3 Self attested copies of registration/authorization certificate(s) issued in favour of the firms/bidders notifying/declaring the firm/bidder as its authorizing dealers / suppliers / manufacture 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 entries.
- 3.5 All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

4. Validity of Quotation :

4.1 Quotation/Rates quoted shall remain valid up to **31.03.2020**.

5. Submission of Quotations :

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. **Conditional quotations and quotations received through fax or E-mail shall not be considered.**

5.5 The bidder shall seal the quotation in an envelope addressed to the **DPO(IDP) Kangra at Dharamshala** and the outside of the envelope will also bear the following identification on the top of the envelop :-

5.6 **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 (IDP) Kangra at Dharamshala** 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.

5.8 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 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 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 **Sales tax 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 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 notified of award of work.

7. Award of contract

7.1 The Purchaser may award the contract to the bidder whose quotation has been determined to be substantially responsive, and has offered the lowest evaluated quoted price and also 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 terms of the accepted offer shall be incorporated in the purchase order.

7.4 **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.**

7.5 The successful bidder(s) will have to arrange supply within **7 days** after issuing of supply order.

7.6 **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.

- 7.8 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.
- 7.9 Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 7.10 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. **Performance Security**
- 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 or e-5)Name of the bank and branch, with IFSC code under relevant column/line to enable U/S to make payment through e-banking.
- 8.2 The earnest money deposited by the bidders shall be returned on the date of opening of quotations except the lowest bidder. The earnest money of lowest will be converted into performance security and will be returned after receipt of ordered material within the prescribed time. Payment towards the project cost shall be made to the supplier, as soon as possible, after receipt of the goods at **DPO Office Kangra at Dharamshala** 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 Notwithstanding the above, the purchaser reserves the right to cancel the bidding process and reject all quotations at any stage of the bidding process, prior to award of contract.
- 8.4 **In case of any dispute, the Chief Project Director, IDP Kangra at Dharamshala HP 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 **Kangra at Dharamshala**

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 **12:00 hours (12.00 AM) on 12th March, 2020.**

We look forward to receiving your quotations and thank you for your interest in this project and for further details.

*** 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/beneficiarie**

Purchaser.

Name: 
District Project Officer,
Integrated Development Project.
Kangra at Dharamshala.

Email ID: dpoidpshala@gmail.com

Endst.No.DPO/D/Shala/Store/ 873-887 Dated, Dharamshala the/ 26/2/2020

Copy to:

1. Addl. Pr. CCF-cum-Chief Project Director(IDP),Soln,HP for favour of information and n/action please. Kindly upload on STEP & project website.
2. Chairman/Members Quotation Opening Committee for favour of information and n/a. He/She shall ensure that in expediency of follow up action on the quotation so received, relevant column/ entry in E-5 is not left blank and if already not filled up by, the bidder, shall be asked to fillup the blank entry/space, especially with regard to FAX No., PAN, Regd. No., Complete postal Addresses-both office/shop & pmt. Residence, E-mail, Tel/Ph.No. etc. during the scrutiny of the quotations in presence of the bidders to enable this office to act promptly and convey the decision to the successful bidder/bidders at the earliest date. However, the non-filling up of the entry/entries in respect of Fax No, Regd. No., address, Tel. No. etc, which are not part of the terms & conditions of the quotation should not be considered as non-responsive. He shall also ensure that all other requirement/codal formalities are completed, including appending the signature of the bidders, who attends the quotation opening process, on the copy of the quotation notice.
3. Supdt.-cum-Cashier for information and further necessary action.
4. All APOs of this Division for favour of information and further n/action.
5. All suppliers along with E-5 Performa for information and n/action.
6. Acctt. Branch for information.
7. Notice Board.


District Project Officer,
Integrated Development Project.

FORMAT OF QUOTATION

E-5

Item No.	Brief Description of Goods / Material and Specifications*	App. Qty.	Quoted Unit rate (Rs.)	Total Amount	
			Rate Per Kg.	In Figures	In Words
1.	Black recycled Polythene Bags for raising of Nursery. Black recycled Polythene bags of Size 5'x9" gauge 150 having 6 hole's in 2 rows of 3 hole's in each Lower 2/3 Portion automatically double sealed by heat process dia of hole 0.3 mm Approximately 190 to 200 bags (+ - 10) per Kg.	5.50 Qtl. (packing =25 Kg)			
TOTAL:					
Sales Tax / Vat if any:					
G.Total:					

Gross Total Cost: Rs.....

The bidder shall have to fill up the name of the firm / manufacturer of the above listed goods/material.

I/We hereby certify:-

- 1 That I/We have deposited required earnest money of Rs. _____ as vide, Receipt No.* _____ dated _____ or TDR/FDR No.* _____ dated _____ for Rs. _____.
- 2 That I/we agree to supply the above goods/material/equipment(s) of desired specifications for a total contract price of Rs. _____ (amount in figures) (Rs. _____ amount in words) within the stipulated period as specified in the terms & conditions of the quotations.
- 3 I/We also confirm that the normal commercial warrantee/guarantee of _____ Months shall apply to the offered goods / livestock.
- 4 That the rate(s) quoted by us shall remain valid up to 31.03.2020.
- 5 That we have taken necessary steps to ensure that person acting for us or on our behalf will not engage in bribery or other illegal acts/means.
- 6 That I / We agree to all the terms and conditions of notice for the procurement of the above material*/works*/service*.
- 7 That I/We hereby authorize the authorities of the IDP, 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:

- i) Name of the Account holder- _____ i ii) A/C No. _____
- ii) Name of the Bank _____ iv) Name of the Branch _____
- vi) IFSC code _____

Date:

Signature of Bidder/Supplier partner /
authorized signatory of the firm / supplier/bidder.

*PAN: _____
*Regd. No. of the firm _____

COMPLETE ADDRESS OF THE SHOP/OFFICE/RESIDENCE OF THE BIDDER(S)	
<p align="center"><u>Correspondence Address:</u></p> <p>Name of the bidder :- _____ S/o Sh. _____ Village/Mohalla/Colony _____ Post Office _____ Tehsil _____ District _____ State _____ PIN _____ Email ID : _____ Mobile : _____ (i) Land line with STD Code: _____ Fax No. _____</p>	<p align="center"><u>Permanent Address:</u></p> <p>Name of the bidder :- _____ S/o Sh. _____ Village/Mohalla/Colony _____ Post Office _____ Tehsil _____ District _____ State _____ PIN _____ Email ID : _____ Mobile : _____ (ii) Land line with STD Code: _____ Fax No. _____</p>