



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

For

Source Sustainability And Climate Resilient Rain-fed Agriculture

District Project Officer, IDP Una

email-dpoidpuna@gmail.com



REQUEST FOR QUOTATIONS FOR SUPPLY GOODS UNDER NATIONAL SHOPING PROCEDURE.

No. _____ Dated _____

To

Sub : REQUEST FOR QUOTATIONS FOR SUPPLY OF UTILITY VEHICLE BOLERO CAMPER (4+1 SEATER).

Dear Sirs,

1. Government of India has received a credit from the International Development Association (IDA) towards the cost of the Integrated Development Project for Source Sustainability & Climate Resilient Rainfed Agriculture (IDP) 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(IDP), District Una at Una invites quotations from the eligible service providers, taxi unions/individuals, who own or intend to own taxi of above said specifications with PAN / TAN / CST / GST/ VAT No. for hiring of minimum 4+1 seater, (Utility Vehicle Bolero Camper) vehicle with taxi number and valid taxi permit, for use in the office of District Project Officer, Integrated Development Project for Source Sustainability & Climate Resilient Rainfed Agriculture, District Una at Una, for Project duty for a period of one year, which can be extendable by another six months on mutual agreement/consent of both parties(i.e. the supplier/bidder and the purchaser).

The quotation on standard E-5 profoma should reach in the office of the undersigned on or before **06.07.2020 by 11.00 AM**. Quotations shall be opened on the same day at **11.30 AM**, in presence of the interested bidders or their authorized representative *who wish to be present*.

The bidders shall have to deposit the **earnest money of Rs. 10,000/- (Ten Thousand)** either in cash or in the shape of TDR/FDR pledged in favour of undersigned, under proper receipt obtained from the Suptd.-cum-cashier of this office alongwith duly filled in, bid Format, E-5. For more details, please contact the office of the undersigned on any working day between 10.00 AM to 5.00PM up to **04.07.2020**. The Project shall not be liable responsible for any postal delay in the late receipt of Quotation/bid documents or incomplete Quotations/bids which will be out rightly rejected.

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 / TIN / CST / VAT /Service Tax/GST No.(Whichever is applicable).

2.2 Self attested copy of the Bank Account, duly covered under RTGS/NEFT.

3. Bid Price:

3.1 The rates shall be quoted in Indian Rupees only for above vehicle(4+1 AC/Non AC)..

3.2 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.

3.3 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).

3.4 The vehicle is liable to be plied both on metalled and unmetalled roads, with in the State of H.P. and adjoining State (Uttarakhand, Haryana, Punjab and U.T. Chandigarh) and bidder/service provider shall have to pay all kinds of taxes and fees, to ply vehicle in HP and other above mentioned states.

3.5 The taxes and other kind of charges such as Income Tax, Sale Tax, Service Tax, VAT, GST etc. Levied by the State Govt./Govt. of India, will be deducted from the bill of the Taxi owner.

3.6 No extra charges will be paid for late journeys and night halts within and outside the headquarters.

4. Validity of Quotation :

4.1 Quotation shall remain valid for 45 days from the last date for tendering of quotations.

5. Submission of Quotations :

5.1 Each bidder shall submit only one quotation on standard E-5 format, 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 format or/and incomplete quotations shall not be considered.

5.4 Conditional quotations and quotations received through Fax or E-mail shall not be considered.

-2-

5.5 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.

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

Quotation for _____ (No. & Name of the item of Goods/material)

Do not open before _____ (time and date of quotation opening).

5.7 Quotations must reach in the office of the **DPO(IDP) Una** not later than the time and date specified in this letter of invitation of 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 Quotation/contract without prejudice to criminal proceedings against the bidder.*

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 notice.

6.6 The Quotations would be evaluated for **all the items together**.

6.7 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.

6.8 Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to the bidder(s) or any other persons not officially concerned with the process until the award to the successful bidder is announced.

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 has been 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 rate should be quoted for monthly basis, excluding cost of diesel as given in E-5 under separate columns. The cost of diesel consumed during the month will be provided by Project along with the monthly bill on the basis of average quoted by the successful bidder.

7.5 The bidder whose bid has been accepted and has deposited the required performance security in the required manner will be notified of the award of contract by the Purchaser prior to expiry of the quotation validity period, and the terms of the accepted offer shall also be incorporated in the purchase order.

7.6 The above contract shall be for six months (upto.....), extendable by six months on mutual consent/agreement of both parties (i.e. the supplier/bidder and the purchaser).

- 7.7 The vehicle provided by the contractor should be in overall good condition and Model of the vehicle should not be more than six months old on the day of opening of quotations and should not have covered more than 10,000 Kms. as on the day of signing of contract.
- 7.8 The overall cost of the contract shall be worked out, for each bidder by taking cost of fuel for average running of 1500 Kms. per month as per mileage of the vehicle quoted by the bidder along with the quoted monthly charges. In case of tie in rates, vehicle with better fuel efficiency followed by latest model of the vehicle, will be preferred.
- 7.9 The vehicle may be used on all days in a month.
- 7.10 The successful bidder(s) will have to arrange to provide vehicle within 30* days after issuing of supply order.
- 7.11 The payment of the monthly bills claim will be made on monthly basis, before 10th of the following month, subject to the submission of monthly claim by the contractor on 1st working day of following month and no advance or running payment will be made to the contractor/ taxi owner.
- 7.12 The Project will pay only for the agreed expenses/charges by **Cheque or RTGS/NEFT and not in cash** on submission of monthly claim /**bill in duplicate** and running/maintenance cost and all other charges such as local tax, parking fee and entry tax to other states will be borne by the bidder.
- 7.13 The driver deputed with the vehicle shall maintain a Logbook on the same lines as required in the case of Govt. vehicle and should be up dated every day on culmination of each journey undertaken by the project official and/or the authorized representative/ officer using the vehicle and APO concerned or other official Incharge, vehicle occupying shall authenticate the journey in the logbook for the journey under taken by him or his staff and shall get the proforma (supplied by the U/S) filled in and authenticated/verified from the APOs or such other official Incharge, vehicle and shall be submitted with the monthly bill along with the copy of the logbook for the month.
- 7.14 The logbook shall be the property of the Project and shall have to be deposited in the o/o U/S on completion or termination/cancellation of contract.
- 7.15 In case of breakdown of the vehicle or incapability of plying the hired vehicle for journey to the desired place due to some unforeseen reasons, the owner of the vehicle shall have to make the alternative arrangements by providing another vehicle and the cost of such arrangement will be borne by the owner.
- 7.16 In case of failure of the contractor in providing vehicle to the Project during the period of the contract for the proposed/intended journey, for any reason, the undersigned shall have the authority to hire any available vehicle for the journey and the complete charges for hiring of such vehicle by the undersigned or the authorized official of this project for the purpose of project works, shall be borne by the Contractor and shall be deducted from his monthly claims/bill of his vehicle charges.
- 7.17 In case of breakdown of the vehicle under contract, continuously for 3 days or more and contractor fails to provide alternative arrangements to the Project during this period, the condition such aroused due to non performance of the contractor, shall be treated as violation of the terms & conditions of the contract and the performance security of the contractor is liable to be forfeited to the Govt. and the alternative arrangements provided by the contractor shall only be reckoned/considered from day of receipt of such intimation from contractor in black & white in this office and he shall not have any claim on the remaining period of absence/ non- performance. Also, during the period of breakdown of vehicle, U/S shall have the right to higher another pvt. Vehicle at the risk and cost of the contractor and expenditure incurred on hiring of such another vehicle shall be borne by the service provider/ contractor/ owner of the vehicle. This arrangement shall continue until alternative arrangement is provided by the owner of vehicle or the cancellation of the contract, at the risk and cost of the contractor.
- 7.18 The taxi owner shall get the vehicle insured comprehensively at his own cost for covering all the risks. He will be responsible for compensation payable, if any, arising out of any accident, including any payment to the third party and any compensation on account of the accident or damage to the vehicle or death of the passengers or injury or other loss to third party/ employee, shall be the responsibility of the contractor with no liability, whatsoever, towards Project.
- 7.19 Watch and ward of the vehicle shall be the responsibility of the vehicle owner. Claim of any kind in this respect will not be entertained /accepted by the Project.
- 7.20 The taxi owner will have to comply all the provisions under the Motor Vehicle Act as applicable. Any liability on account of non-compliance of the relevant provisions by the taxi owner shall be the responsibility of the taxi owner and Project shall not be responsible for it in any kind or manner during the period of contract.
- 7.21 The driver deputed for the vehicle should be courteous, well mannered and holding a valid driving license of an appropriate category/class, issued by the competent licensing authority to drive such vehicle and should bear proper uniform during the duty. In case of reported misbehavior/ unsatisfactory performance, the contractor shall have to replace the driver within 7 days after the communication of such misbehavior/unsatisfactory performance by this office, or undersigned shall have the right to cancel the agreement at the risk and cost of the contractor and to forfeit the performance security to the Govt.
- 7.22 The vehicle after the completion of journey shall have to be parked in the office premises of this office or as per the instructions of the officer using the vehicle, when on tour to field.
- 7.23 The vehicle will not be used by the driver either for his own purpose or for any other purpose on any day whether a holiday, during the period of contract. The vehicle should not be allowed to be utilized by the Taxi owner for other than the mentioned purposes of the project during the non-utilization period with the project.
- 7.24 Driver shall have to reside within 2 Kms of the limits of Una Municipal Committee & will provide proof of residence and mobile phone no(s) of the driver for proper communication.

- 7.25 No pay and allowances and other facilities etc. will be provided by Project to the driver of the vehicle under any circumstances and it shall be the responsibility of the owner to bear all expenses on this account.
- 7.26 Sufficient number of the drivers shall have to be deputed as per labour laws to cater duties for 24 hours a day
- 7.27 The vehicle meters (mileage) should always remain in working condition to enable the officials/officer(s) to verify the mileage/ distance covered in journey.
- 7.28 Any loss, **discrepancy noticed/pointed out later on at any stage**, will be the liability/responsibility of the company/supplier/bidder 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.
- 7.29 The successful/lowest bidder (owners/authorized representative of the vehicle) shall have to present the vehicle for inspection in this office for the verification of the Model of the vehicle and the mileage it has covered uptill the date of such inspection, within a period of 10 days* of award of work alongwith, all relevant documents such as R.C., valid 'passing certificate' of the vehicle, insurance, driving license of the driver who will drive the vehicle, etc. and a set of self attested photo copies of all such documents shall have to be deposited in this office through inspecting officer.

8. Performance Security:

8.1 After the evaluation of bids/quotation is over, the successful bidder(s) shall be intimated regarding acceptance of his/her bid by the Purchaser (**DPO(IDP)Una**) and the bidder(s) shall have to deposit required performance Security (**Rs. 10,000/-**) in the shape of TDR/FDR pledged in favour of purchaser, **with in 10* days** of the intimation regarding acceptance of his/her bid and shall be notified of award of work/supply, immediately after he/she/they deposit the required performance security with the Purchase, in the desired manner.

8.2 Performance Security deposited by the lowest bidder(s) **will be released after successful completion of the contract period.**

9. Miscellaneous :

- 9.1 It shall be binding on the owner of the vehicle/service provider/bidder to complete the contract and in case of violation of the terms and conditions of the quotation notice or agreement deed by the bidder/owner/service provider, purchaser shall be authorized to forfeit, the performance security and other dues of the service provider/owner/bidder. Also required other action shall not prejudice other legal action against the service provider/owner/bidder
- 9.2 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/W-5) to enable U/S to make payment through e-banking.
- 9.3 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.
- 9.4 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.
- 9.5 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Una.

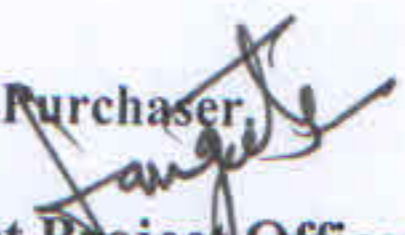
It is certified that I/we agree to the terms and conditions of the quotation and I/we fully understand that any violation of the terms and conditions by me/us shall render me/us liable for suitable action, against me/us as deemed fit by the purchaser.

Name of the bidder(s):-

Signature of the bidder(s)

You are requested to provide your offer latest by 1100 hours (11.00 AM) on 06-07-2020. We look forward to receiving your quotations and thank you for your interest in this project.

*The period of 30 days or 10 days shall be reckoned from the date, whichever is earlier, either of the actual date of the delivery of the letter of acceptance or supply order at the given address(es) of the supplier, through fax, e-mail, by post or by some other means or from the date of dispatch/issue of such letters from the office of the Purchaser (**DPO(IDP)Una**) .

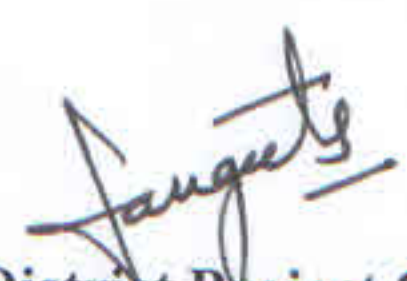
Purchaser

Name: District Project Officer,
Integrated Development Project,
Una, Distt. Una (H.P.)

Copy to:-

1. Addl. Pr.CCF-cum-Chief Project Director, IDP,Solan and
2. Chairman/Members Quotation Opening Committee for favour of information and n/a. He 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
contd. page-5

signature of the bidders, who attends the quotation opening process, on the copy of the quotation notice and the minutes are drawn as per the checklist/ covering all the essential provisions of procurement guidelines.

4. Supdt.-cum-Cashier for information and further necessary action. He shall ensure that cash receipts are issued to the bidders in lieu of the earnest money received from the bidders and should be entered in the relevant register with all essential references regarding receipts, RFQs and bidders.
5. All APOs of this Division for favour of information and further n/action.
6. All suppliers along with E-5 Performa for information and n/action.
7. Acctt. Branch for information.
8. Notice Board.


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

FORMAT OF QUOTATION E-5
(ON MONTHLY BASIS—1500 KILOMETRES A MONTH)

S. No.	Type of Vehicle	No. of Vehicle	Place Reporting of	Fixed Charge in INR Per. Month for 1500 Kms. in a Month		Running Charge in INR per km beyond 1500 Km. per Month	
(1)	(2)	(3)	(4)	(5)		(6)	
1	Utility Vehicle Bolero Camper (4+1 Seater) with elevated Cargo detachable cover and folding seat	1 No.	DPO, IDP-Una	In Figure	In Words	In Figure	In Words

I/We hereby certify:-

- That I/We have deposited required earnest money of Rs. _____ in cash, as vide, Receipt No.* _____ dated _____ or TDR/FDR No.* _____ dated _____ for Rs. _____.
- 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.
- I/We also confirm that the normal commercial warrantee/guarantee of _____ Months shall apply to the offered goods / livestock.
- That the rate(s) quoted by us shall remain valid up to _____.
- 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.
- That I / We agree to all the terms and conditions of notice for the procurement of the above material*/works*/service*.
- That I/We hereby authorize the authorities of the ID 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: i) Name of the Account holder- _____ ii) A/C No. _____ iii) 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)

<u>Correspondence Address:</u>	<u>Permanent Address:</u>
Name of the bidder :- _____	Name of the bidder :- _____
Village/Mohalla/Colony _____	Village/Mohalla/Colony _____
Post Office _____ Tehsil _____	Post Office _____ Tehsil _____
District _____ State _____ PIN _____	District _____ State _____ PIN _____
Email ID : _____ Mobile : _____	Email ID : _____ Mobile : _____
(ii) Land line with STD Code: _____ Fax No: _____	(ii) Land line with STD Code: _____ Fax No: _____

**Strike of whichever is not applicable.*

- Last date & time for submission of quotation:

06-07-2020

- Date and time for opening of quotation:

06-07-2020