



H.P. Forest Department
INTEGRATED DEVELOPMENT PROJECT (IDP)
For
Source Sustainability And Climate Resilient Rain-fed Agriculture
E-Mail: idpdpomandi@gmail.com, Tel./Fax: 01905-235055

REQUEST FOR QUOTATION (RFQ) FOR PREPARATION OF TRENCHES & GRASS SEED SOWING IN VARIOUS PLANTATION AREAS

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) Mandi invites quotations from the Eligible Bidders enlisted under "Integrated Development Project (IDP)", Enlistment of Contractors Rules, 2020 holding valid PAN card, GST number on standard W-5 Proforma (Schedule of quantity given therein), for execution of various Preparation of trenches & grass seed sowing as tabulated below,

Sr. No.	APO	Name of Work	Estimated Amount	EMD
1.	Thunag	Preparation of Trenches & grass seed sowing in Enrichment & Re-forestation plantation and preparation of patches & planting of grass in Drainage Line Treatment areas during the year 2020-21 in different GPs viz. Janjehli, Pukhrair, Rod, Dhim Kataru under APO Thunag	319990/-	6400/-
2.	Sundernagar	Preparation of Trenches & grass seed sowing in Enrichment & Re-forestation plantation and preparation of patches & planting of grass in Drainage Line Treatment areas during the year 2020-21 in different GPs viz. Maloh, Chhamyar, Bobar, Jarol, Arthi, Churad, Samlon & Bhal under APO Sundernagar	1063323/-	21300/-

The standard quotation/bid form W-5 (Schedule of Quantity) alongwith instructions to bidders (Quotation Notice) can be obtained/procured by the bidders from the office of the undersigned on any working day between 10.00 AM to 5.00 PM w.e.f . 26.11.2020 to 8.12.2020 against cash payment of Rs. 100/- (non-refundable).

The quotation on standard W-5 proforma(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.

1. **Qualification of the Bidder** of this quotation notice, should reach in the office of the undersigned on or before **9.12.2020** up to **2:00 PM**, along with **required** earnest money / bid security by obtaining printed receipt or in the shape of draft/TDR/FDR pledged in favour of District Project Officer, Mandi, H.P. and making its entry on the envelope and in the relevant spaces provided for it in W-5 (reference of draft/TDR/FDR, pledged in favour of District Project Officer, Mandi, H.P.)

Quotations shall be opened on the same day at **2:30 PM**, in presence of the interested bidders or their representative *who wish to be present*.

For more details, please contact the office of the District Project Officer, Mandi, H.P. on any working day between 10.00AM to 5.00PM up to **8.12.2020** or visit official Website of the Project: www.hpdp.org

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.

2.1 The Contractor will be responsible for the safety, health and environmental aspects at work place or section of the work place or section of the work place for the contract period. He will be responsible for maintaining the social distance between labourers and provide them the required kit including Mask, Hand Gloves etc. and will abide by the advisory being issued by the Govt. regarding Novel Corona Virus Diseases (COVID-19).

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

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

3.3 Self attested of GST number in case of Class of C Contractor (however the Class D Contractor will submit (Self attested of GST number within four days after acceptance of his bid by the designated committee.

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.

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

4.3That, 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..

4.4That, 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.

5. Validity of Quotation:

5.1That, the quotation shall remain valid upto 31.3.2021 for consideration by the DPO, IDP, Mandi 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 state 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 Proforma(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 Mandi H.P. 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 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' posted 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 wish/choose to attend on the date, 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 Bid security/earnest money/Performance Security 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, Mandi / 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, Mandi (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/complete.

7.10 *The successful bidder shall comply with all risk mitigation reassures recommended in the ESMF, ES5-specific plans and Negative List.*

7.11 *The successful bidder shall ensure that the engagement of informal plantation groups/ local communities on preferential basis.*

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, Mandi .

8.2 That, in case of tie on quoted rates among Bidders, the work order shall be awarded to the bidder have sufficient/more experience of the similar nature of work.

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

8.4 That, The contractor shall have to start the awarded work within the 3 days of award of work to him 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 draft/TDR/FDR pledged in favour of District Project Officer Mandi at the time of signing the agreement.

8.6 That, the bid security of the successful bidder @ 2% is already with DPO, IDP, Mandi . the same will be converted into performance security.

8.7 That, the successful bidder/contractor shall have to sign an agreement deed within 03 days of award of work and shall have to complete the same within stipulated period. And in case, the work is not started within stipulated period, the work award is liable to be cancelled and security may be forfeited.

8.8 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 under DPO Mandi, H.P.

8.9 That, for ensuring 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 at least 3 days in advance, for carrying out the mandatory inspections, on achieving/during the following stages of execution of work as:-

(i) Excavation of foundation (ii) super structure (iii) final work.

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

8.11 That, the income tax/GST as applicable will be deducted from the total amount of the contract/works.

8.12 That, under normal circumstance, no extension in working period will be granted and the decision of the DPO, IDP, Mandi in this regard shall be final.

8.13 Since the work is of seasonal/time bond nature and If the contractor/bidder 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 30 days, DPO, IDP, Mandi shall be authorized to penalize the contractor upto 10% of the total cost of the allotted work.

8.14 That, the DPO, IDP, Mandi 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 construction/work.
- 8.15 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.
- 8.16 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,
- 8.17 The contractor/bidder shall bear /pay all the applicable taxes and other charges as applicable from time to time.

9. Performance Security:

- 9.1 Within 4 days of receiving letter of acceptance, the successful bidder shall deposit the performance security (either a bank guarantee or a bank draft/FDR/TDR in favour of the DPO, IDP, Mandi of the amount equivalent of 5 % of the contract price. The Performance Security shall be valid till the successful completion of awarded work / the period of maintenance, as the case may be.
10. GST on Composite supply as applicable will be paid by the Project.
11. That, the income tax @ 1% shall be deducted on total amount of contract & TDS GST @ 2% will be deducted from the total amount of the contract/works if exceeds Rs. 2.5 lac.
12. 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 .

14. Miscellaneous:

- 14.1 The contractor / bidder shall pay the minimum wages to the labourers and shall be bound to abide by/comply all other provisions of the labour laws and other law of land, applicable in this regard and as may be notified by the GOI/GOHP from time to time.
- 14.2 Notwithstanding the above, the DPO, IDP, Mandi 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.
- 14.3 In case of any dispute, the Chief Project Director, IDP, Solan HP will be the final authority to decide the matter and the decision will be binding on both the parties.
15. All legal disputes if any will be settled within the jurisdiction of Court(s) at Mandi, H.P.

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 PM) on 9.12.2020.
We look forward to receiving your quotations and thank you for your interest in the project

[Handwritten Signature]
District Project Officer
Integrated Development Project,
Mandi Distt. Mandi (HP)