



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

For

Source Sustainability And Climate Resilient Rain-fed Agriculture  
Forest Complex, Uppar Dhalpur Kullu Distt. Kullu H.P- 175101

Phone No. 01902-226627

email- dpoidpkullu@gmail.com

No. IDP/A-1-7/Store/\_\_\_\_\_

Dated \_\_\_\_\_

**REQUEST FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB :** REQUEST FOR QUOTATIONS FOR SUPPLY OF BLACK TONER FOR MULTIFUNCTION MACHINE MFM XEROX WORK CENTRE 6515 DNI.

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 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 Development Project Kullu invites quotations from the manufactures or dealers holding required valid PAN / TAN / CST / VAT/ No. for supply of following items / articles **F.O.R. destination**, on E-5 Proforma, enclosed herewith, as per detail tabulated below, as:-

Brief Description of the Goods	Specifications*	Quantity	Delivery Period	Delivery at Place (DAP)
BLACK TONER FOR MULTIFUNCTION XEROX MACHINE	K PHASER® 6510 WORK CENTRE® 6515 BLACK TONER or equivalent	1 No.	3 days	District Project Officer, Integrated Development Project Kullu Distt. Kullu - 175101

The standard quotation/bid form E-5(Schedule of quantity) along with instructions to bidders (quotation notice) can be obtained by the bidders from this office on any working day during the office hours w.e.f. 11-11-2021 to 17-11-2021 upto 10.00 AM or visit our website.

The quotation on standard E-5 proforma (Schedule of quantity) duly filled in, accompanied with self attested copies of documents pertaining to the qualification / eligibility criteria of the bidder. Should reach in the office of the undersigned on or before 17.11.2021 up to 11.00 AM, Quotations shall be opened on the same day at 11.30 AM, 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 10.00 AM to 5.00PM or visit project website [www.hpiddp.org](http://www.hpiddp.org).

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 / CST / VAT No.

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

Self attested copy(i.e.) of registration/authorization certificate(s) issued in favour of the firms/bidders notifying/declaring the firm/bidder as its authorizing dealers/suppliers 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 D.A.P. 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 entry(ies).

3.5 All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

3.6 Sales tax/GST in connection with the sale shall be shown separately

3.7 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.

3.8 Any loss noticed at later stage subject to the failure of seed will be the liability of company and will have to return the entire payment with interest from the date of supply.



- 3.9 The successful bidder shall be bound to supply the required quantity of Toner within 3 days time from the date of supply order.  
3.10 Each bidder shall submit only one quotation.

#### **4. Validity of Quotation :**

- 4.1 Quotation/Rates quoted shall remain valid for a period 15 days after the deadline date specified for submission.

#### **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 **District Project Officer, Integrated Development Project Kullu 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 **District Project Officer, Integrated Development Project Kullu** 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 **GST in connection with procurement, 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.  
6.11 That, the income tax @ 1% shall be deducted on total amount of contract & GST TDS @ 2% will be deducted from the total amount of the contract/works if exceeds Rs. 2.5 lac.

#### **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 That, the evaluation of bids /bids is over, the successful bidder(s) whose bid(s) has (have) been determined to be substantially responsive and who has offered the lowest total evaluated quoted price and meets the specified qualification criteria shall be conveyed the acceptance of his/her bid by the department.  
7.3 That, in case of tie on quoted rates among bidders, the work order shall be awarded to the bidder having sufficient/more experience with reference to supply of the similar nature of goods.  
7.4 The terms of the accepted offer shall be incorporated in the purchase order.  
7.5 **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.**  
7.6 The successful bidder(s) will have to arrange supply within 3\* days after issuing of supply order.  
7.7 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 **Any shortage/ damage/loss during transportation/ supply will be the responsibility of supplier and shall have to replace such short supply of goods.**  
7.9 **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.**  
7.10 Normal commercial warranty/ quarantine shall be applicable to the supplied goods.



- 7.11 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.
- 8.1 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.
- 8.2 **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.**
- 8.3 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Kullu.

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 1100hours (11.00 AM) on 17<sup>TH</sup> November, 2021.

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

\* The period of 3 days shall be reckoned from the date, of dispatch/issue of supply order from this office.

(Purchaser).

*[Signature]*  
Name: District Project Officer,  
Integrated Development Project Kullu.  
Distt. Kullu, H.P.-175101  
Tel. No. 01902-226636.  
Email ID: dpoidpkullu@gmail.com

Endst. No.DPO/Kullu/Store/ 1203-06 Dated, Kullu

18/11/2021

Copy is forwarded to:-

1. 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 signature of the bidders, who attends the quotation opening process, on the copy of the quotation notice.
2. Acctt. Branch for information.
3.  I.T. Section Incharge for favour of information and n/action. He is directed to upload the same on Project Web site for wide publicity.
4. Notice Board.

*[Signature]*  
District Project Officer,  
Integrated Development Project Kullu.



**REQUEST FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMAT OF QUOTATION**

**E-5**

Item No.	Brief Description of Goods / Material	Specifications*	App. Qty.	Quoted Unit rate (Rs.)	Total Amount	
				Rate	In Figures	In Words
1.	BLACK TONER FOR MULTIFUNCTION XEROX MACHINE	K PHASER® 6510 WORK CENTRE® 6515 BLACK TONER or equivalent	1 No.			
				TOTAL:		
				GST/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:-**

- 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 for a period 15 days after the deadline date specified for submission.
- 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 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- \_\_\_\_\_ j) A/C

No. \_\_\_\_\_ iii) Name of the Bank \_\_\_\_\_ iv) Name of the Branch

\_\_\_\_\_ vi) IFSC code \_\_\_\_\_

**Signature of Bidder/Supplier partner / authorized signatory of the firm / supplier/bidd**

\*PAN: \_\_\_\_\_

\*Regd. No. of the firm \_\_\_\_\_

**District Project Officer(IDP),  
Integrated Development Project Kullu.**

*\*Strike of whichever is not applicable.*

1. Last date & time for submission of quotation:

17/11/2021 at 11:00 AM

2. Date and time for opening of quotation:

17/11/2021 at 11:30 AM