

HP Forest Department
Integrated Development Project (IDP) for Source Sustainability and Climate Resilient Rain-fed-
Agriculture, Una, District Una, HP.
INVITATION REQUEST FOR QUOTATIONS (RFQ)

No. 1666Dated: 21-7-2022

Government of India has received a credit from the International Bank for Reconstruction & Development (IBRD) and International Development Association (IDA) towards the cost of the IDP and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this request for quotations (RFQ) are issued.

District Project Officer, Integrated Development Project, Una, HP invites item rate quotations on behalf of Governor of HP (visit www.hpiddp.org in tenders link) from the registered Bidders holding valid PAN, GST No. on standard W-5 bid Proforma (Schedule of quantity), for execution of following works as tabulated below, as:-

Job No.	Name of Work	Date & Time of submission of quotation	Estimated cost (INR)	Bid Security (INR)	Completion period
W/New Plt/Thk/131/2022- 23	Plantation work including survey, demarcation and fencing in Govt Land Changar-Jagatkhana under enrichment scheme area in Hac 2 in GP Changar under APO, IDP, Thanakalan, Distt. Una, HP	03.08.2022 up to 11:00 AM	153300	7700	30 days

The intending bidders are requested to pay the non-refundable tender form fee (INR 100 through E-Challan GoHP payable under Head 0406-01-800-18-other miscellaneous receipts (non-refundable) in DDO UNA00-984 District Project Officer. The Standard W-5 Proforma can be obtained from the office of DPO IDP Una on submitting E-Challan on any working day upto 02.08.2022 upto 5:00PM. The W-5 along with original FDR & other required documents to be submitted to the o/o undersigned up to 03.08.2022 at 11:00 AM in sealed cover addressed to the undersigned depicting the title of the job/work & documents on the envelope itself

The interested bidder can apply for all but separately for each job.

The quotation on standard W-5 bid 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 conditions laid below:

- A. "qualification of the Bidder i.e. copies of registration proof, GST number, PAN, etc. for this quotation notice, should reach in the office of the undersigned on or before 03.08.2022 up to 11:00 AM, along with required bid security by obtaining printed receipt or in the shape of demand draft/TDR/FDR (In original) pledged in favour of District Project Officer, IDP, Una, 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, IDP, Una, HP. The rates on W-5 proforma shall be filled item wise.
- B. 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 Assistant Project Officer, Thanakalan or District Project Officer, Una, HP on any working day between 10.00 AM to 5.00 PM up to 02.08.2022.

Only Original FDRs are to be submitted with the bids, otherwise bid will not be considered or rejected straightway.

Instructions to bidders

1. The work pertains to Plantation work including survey, demarcation and fencing under Assistant Project Officer, IDP, Thanakalan Unit, therefore; the bidder shall visit the site of work before filling his/her Quotations.

2. Scope of Work: The scope of work is as per the schedule of quantities attached / supplied with the prescribed W-5 proforma, containing schedule of quantities. The details of works is tentative, which may vary depending upon the geographical conditions/terrain of the area; and thus bidder(s) is (are) advised to visit the site of works, prior to proposing/ bidding for said work at his own expense, for obtaining all relevant information that may be necessary for preparing of 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 Photocopy of Registration certificate as Bidder
- 3.2 Self attested Photo copy of his/her PAN card and GST Number
- 3.3 Self attested copy of the Bank Account details duly covered under RTGS/NEFT.

4. Bid Price:

4.1 That, it is be assumed that the bidder(s)/Bidder(s)/proposer(s) has (have) visited the site of work prior to bidding for the above work and has obtained all the relevant factors in to account/consideration that may be necessary for preparing the item rate 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.

4.3 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. The bidder shall include all the expenses in the bid price.

5. Validity of Quotation: That, the quotation shall remain valid for 45 days for consideration by the Employer 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/Bidder 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).

6.5 That, the bidder shall seal the quotation in an envelope addressed to the District Project Officer, IDP, Una, H.P. and the outside of the envelope will also bear the following identification on the top of the envelope:-

Quotation for (Job No).....under APO, IDP, Thanakalanduring F.Y.
2022-23(Name of the Job/Contract/Work)

Do not open before 03.08.2022 at 11:30 AM (date&time 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' 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 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, the quotations with cutting/overwriting in quoted rates shall not be accepted. However, rectified 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 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/Bidder.
- 7.6 That, the Employer / 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 as mentioned.
- 7.7 That, the minimum three Quotations would be evaluated for all the items together for each job. The bidder is advised to quote the total bid price in figures as well as words. The bidder shall be evaluated on the basis of total price of all items together and no claim other than this shall be entertained at any level.
- 7.8 That, Chairman of the evaluation committee will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified above. 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 Employer.
- 8.2 That, in case of tie on quoted rates among Bidders, the work order shall be awarded to the bidder having 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 Employer prior to expiry of the quotation validity period.
- 8.4 That, the Bidder shall have to start the awarded work within 7 days of agreement of work to him/her 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 The bid security of the successful bidder(s) shall be kept as performance Security @ 5% for the said work.
- 8.6 That, the bid security of the successful bidder with Employer, will be adjusted towards performance security.
- 8.7 That, the successful bidder/Bidder shall have to sign an agreement deed with 05 days of the award of work and shall have to start the work within 7 days of date of signing of agreement deed with the District Project Officer, Una, H.P. The Bidder/ 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.
- 8.8 That, the Bidder / bidder shall have to execute and complete the work under the supervision and technical guidance of project staff.
- 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 Bidder 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.
- 8.10 That, in case mandatory inspection as laid down vide condition 8.9 above, has not been got conducted/done by the Bidder from the APO's concerned or other authorized officials of the project, the Bidder shall not be eligible to seek the payment of the work done.
- 8.11 All taxes and deductions as per the prevailing law shall be deducted from the payments to be made.
- 8.12 That, under normal circumstance, no extension in working period will be granted and the decision of the Employer in this regard shall be final.
- 8.13 Since, the work is of seasonal/time bound nature and If the Bidder/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 Bidder. However, in case delay in completion of allotted work exceeds 30 days, Employer shall be authorized to penalize the Bidder upto 10% of the total cost of the allotted work.
- 8.14 That, the employer shall be authorized to cancel the award of work and forfeit the performance security to the Govt. under following circumstances:-
- (i) That. the Bidder 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 Bidder abandons the work at any stage of construction/work.
- 8.15 That, If the Bidder 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, Bidder 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 Bidder.
- 8.16 That, no advance payment will be made to the bidder/Bidder and payment shall be made only for the work executed of different stages by the Bidder, 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 Bidder/bidder shall bear /pay all the applicable taxes and other charges as applicable from time to time.

9. Performance Security:

- 9.1 The Performance Security shall be valid till the successful completion of awarded work / the period of maintenance, as the case may be. It will be kept reserve under DPO, IDP Una at least for six months after the completion of the work.

10. Miscellaneous:

- 10.1 The Bidder / 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 laws of land, applicable in this regard and as notified by the GoI/GoHP from time to time. The successful bidder is advised to engage local labour during the execution of the work, as the case may be.
- 10.2 Notwithstanding anything of the above, the Employer 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.
- 10.3 Bidders has to carryout videography of the work (i.e. Small clips of various activities may be upto 05 minutes) and to be submitted along with the bill. Concerned APO, IDP to retain the softcopy of the video clip. In addition to this photographs of the work (before, during and after) to be submitted with the bill by the contractor. No additional payment will be made for either videography or photography to the Bidder.
- 10.4 If applicable, Bidder has to submit transit pass in form 'X' or form 'W' as mandatorily required under the provisions of HP Minor Minerals (Concession) and Mineral (Prevention of illegal mining Transportation and storage) Rules 2015, This is in accordance with the Orders passed by the Hon'ble High Court of HP at Shimla in CWP No 2395/2020 titles as Daljeet Singh V/s union of India and others. Absence of which no payment will be made. The whole payment will be withheld.
- 10.5 If applicable, all the sampling and testing are to be done by the Bidder with the help of field staff of HPIDP as per the prescribed by HP Jal Shakti Vibhag/ HPPWD. No extra cost will be given for the same.
- 10.6 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.
- 10.7 All legal disputes if any will be settled within the jurisdiction of Court(s) at Una, H.P.
- 10.8 The tendering authority reserve the right to cancel the bidding process at any stage without citing any reason thereof.
 You are, therefore, requested to offer your most competitive bid(s) for the above work, latest by 11:00 AM on 03.08.2022.
 We look forward to receiving your quotations and thank you for your interest in the project.

 20.7.22
 District Project Officer,
 Integrated Development Project,
 Santoshgarh Road, Una, HP
 Ph: 01975-292077