



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



**Source Sustainability And Climate Resilient Rain-fed Agriculture**  
(Implemented by H.P. Natural Resource Management Society)  
District Project Officer, (IDP), Sirmaur at Nahan, Tel & Fax: - 01702-222423.  
Email Id: [dponhn@gmail.com](mailto:dponhn@gmail.com)

To \_\_\_\_\_

**SUB : REQUEST FOR QUOTATIONS (RFQ) FOR MAINT. OF DPO OFFICE BUILDING AT NAHAN.**

Dear Sirs,

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) Sirmaur at Nahan invites quotations from the contractors registered/enlisted in Integrated Development Project, holding valid PAN card, GST number, and EPF registration number on standard W-5 Proforma (Schedule of quantity enclosed herewith), for execution of following works as tabulated below:-

Job No.	Name of work/ Area/Work and GP	Estimated cost as per HPSR -2009 building civil works of HPPWD	Period of Completion	Bid Security in shape of FDR/TDR (Rs.)	Cost of tender form in cash (Non-refundable) (Rs.)
N-3/Maint./2022-23	Repair & Maint Damaged B/wall and Flooring, Painting and Plastring	178700/-	30 days	10000	300

The standard quotation/bid form W-5(Schedule of quantity) along with instructions to bidders (quotation notice) can be obtained/ procured by the bidders from this office on any working day during the office hours w.e.f. 21-12-2022 to 04-01-2023 by 05.00 PM on cash payment(non-refundable) as cost of tender form as shown above against each job.

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 and **bid security in shape of FDR/TDR duly pledged in favour of the undersigned** as per the condition laid below -  
"3. **Qualification of the Bidder:** Quotation should reach in the office of the undersigned on or before 05.01.2023 up to 11:30 AM, Quotations shall be opened on the same day at 12:00 PM, 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 10:00AM to 5:00PM up to 04.01.2023 or visit project website: <http://www.hpdp.org/Tenders.htm>

**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.

3. **Qualification of the bidder**

3.1. **Qualification Information to be provided by the Bidder:** The bidder shall provide information on his qualification which shall include -

- Total monetary value of works executed by him for each year of the last 3 years.
- List of works (similar to the works described in Para 1) completed satisfactorily as a prime contractor during the last 3 years, enclosing certificates from the respective Employers in support of experience claimed along with the Employers' contact numbers.
- Report on his financial standing, along with last 3 years' financial statements/Profit and Loss Statements, and
- Details of any litigation, during the last 3 years in which the bidder is involved, the parties concerned, and disputed amount or award in each case.(Give details of both completed and pending cases).
- Certificate of Movable assets (10% of the tender (All Jobs in RFQ) amount)
- Certificate of fixed assets valuation (50% of the tender (All Jobs in RFQ) amount)
- The bidder shall provide qualification information at the time of submission of quotation form on standard W-5(Schedule of quantity), which shall include -

- Self Attested copy of his/her PAN card.
- Self Attested copy of the Bank Account duly covered under RTGS/NEFT.
- Self Attested of GST number
- Income Tax, CGST & SGST and other applicable Taxes clearance certificates for the preceding year must be attached, failing which the tenders are liable to be rejected

3.2 **Qualification Criteria:** to qualify for award of the contract the bidder -  
(a) Should have satisfactorily completed as a prime contractor at least one similar work/ similar works (in aggregate) of value not less than 80% of the estimated cost of the Work in the last three years.

4. **Eligibility - Conflict of Interest** A Bidder (a) shall not participate in more than one Quotation (i.e. only submit one quotation for each work (Job) and not even in partnership), (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations/ Guidelines (select one of the two options), and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework, or (ii) blacklisted or suspended by Central or any State Government Departments in India or (iii) any complaint or grievances from the labour or community regarding payments.

5. **Clarifications & Amendments** If the Employer receives any request for clarification of this RFQ document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to this RFQ document.

6. **Quotation Prices.** The quotation shall be for construction of the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, in the quotation shall be carried out by editing the information before electronic submission on e-Procurement Portal.

- All duties, taxes, royalties and other levies payable by the contractor under the contract shall be included in the total price. If any discrepancies found later on, the contractor will responsible (affidavit be submitted at the presenting the bill)
- 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. The rates should be quoted in Indian Rupees only.
4. All the Tools/Equipment for the execution of work will be arranged by the contractor for which no extra payment can be claimed
5. 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 (for offline tenders only)

## 7. Preparation of Quotations

- 7.1 The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation
  - 7.2 Each bidder shall submit only one quotation (i.e. only submit one quotation for each job and not even in partnership). Bidders shall not contact other Bidders on matters relating to this quotation.
  - 7.3 The quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted online simultaneously
- 8. Bid Price:**
- 8.1 That, it will 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
  - 8.2 That, Prices shall be quoted in Indian Rupees only.
  - 8.3 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.
  - 8.4 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.
  - 8.5 That, all duties, taxes and other levies payable / applicable, if any included in the total price, shall be shown separately.
- 9. Validity of Quotation:**
- 9.1 That, the quotation shall remain valid up to **31.03.2023** for consideration by the Employer from the last date specified for submission of quotations /bids
- 10. Submission of Quotations :**
- 10.1 That, each bidder shall submit only one quotation on standard W-5 proforma, for each Work/Job and maximum for three jobs only
  - 10.2. That to complete the quotation process minimum three quotations are required, below than three quotations in tender box for one job, the same shall be returned to the bidders unopened and tender for the same be treated as cancelled.
  - 10.3 That, the bidder/contractor shall furnish complete address and all other information in the relevant space provided in W-5 and shall strike off whichever is not relevant.
  - 10.4 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.
  - 10.5 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.
  - 10.6 That, the bidder shall seal the quotation in an envelope addressed to the DPO(IDP)Sirmaur at Nahan, 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).
  - 10.7 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
  - 10.8 That, in case of there is overlapping in schedule for submission of quotations on such deemed date assumed for submission of quotations 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
- 11. Opening & Evaluation of Quotations:**
- 11.1 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
  - 11.2 That, 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.
  - 11.3 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
  - 11.4 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.
  - 11.5 That submission of false information(s) and/or document(s) shall automatically lead to forfeiture of 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/contractor.
  - 11.6 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.
  - 11.7 That, the Quotations would be evaluated for all the items together.
  - 11.8 That, the Employer (Chairman/committee) will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified above.
  - 11.9 That, the Performance Security shall be 5% of total contract value. The bid security deposited by the lowest bidder shall be converted into performance security and shall be returned / refunded to remaining bidders after the evaluation of bids/quotation is over. The Performance Security shall be valid until the successful completion of awarded work with in stipulated period. The performance security will be released after 7 days of completion of work.
- 12. Award of Contract & Execution of Work:**
- 12.1 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
  - 12.2 That, in case of tie on quoted rates between / among contractors, the work order shall be divided / split equally between / among all such lowest bidders or to one of them on the written consent of all of them
  - 12.3 That, the bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiry of the quotation validity period.
  - 12.4 That, the successful bidder(s) shall be notified of award of work
  - 12.5 That, The contractor shall have to start the awarded work within the 5 days\* of award of work to him/them 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.
  - 12.6 That, the successful bidder/contractor shall have to sign an agreement deed within 02 days of the award of work and shall have to start the work within 3 days of date of signing of agreement deed with the authorized Project officer (Concerned APO). The contractor/ 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
  - 12.7 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.
  - 12.8 That, for insuring 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 or this office at least 3 days in advance, for carrying out the mandatory inspections, on achieving/during the following stages of execution of work as:-
  - 12.9 That, in case mandatory inspection as laid down vide condition 8.8 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.
  - 12.10 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.
  - 12.11 That, under normal circumstance, no extension in working period will be granted and the decision of the Employer in this regard shall be final.
  - 12.12 That, if the contractor 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 20 days, Employer shall be authorized to penalized the contractor upto 10% of the total cost of the allotted work.
  - 12.13 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 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 abandon the work at any stage of construction.

If the contractor and cost that, no at notice award of 12.17 The

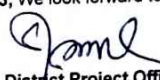
- If the contractor delays the start of work beyond the stipulated period or abandons the work in between or project is convinced that due to undue slow pace of work contractor will not be able to complete the work within a stipulated period, the project staff will take over the execution of this work and complete the remaining work at risk and cost of the contractor.
- 12.15 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.
- 12.16 The contractor/bidder shall bear /pay all the applicable taxes and other charges/dues as applicable from time to time.
- 12.17 That all taxes/dues (such as GST, EPF, Labour cess etc.) should be included while quoting item rates for above works. The lowest bidder shall provide M.Forms or deposit royalty amount as per norm fixed by the Govt,
13. Performance Security:  
i) That, the Performance Security shall be 5% of total contract value and will be released to the lowest bidder after successful completion of works within the stipulated period.
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, applicable in this regard and as may be notified by the GOI/GHP from time to time.  
14.2 The contractor/bidder shall give first preference to the local labour of the concerned G.P. In case of non-availability of labour in concerned GP, the contractor shall intimate the Pradhan of that GP where work is being done, in writing, with its copy to the concerned APO regarding this fact and shall engage labour from the adjoining GPs or other GPs near to this work.  
14.3 Notwithstanding 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.  
14.5 In case of any dispute, the DPO Nahant / Chief Project Director, Solan will be the final authority to decide the matter and the decision will be binding on both the parties.  
14.6 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Nahant.

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 11:30 hours on 05-01-2023, We look forward to receiving your quotations and thank you for your interest in the project.

(Employer)

  
Name: District Project Officer (IDP),  
Address: Sirmaur at Nahant.

Endst. No./Quotation/Bid/ 1228-32 / Dated, Nahant the/ 22-12-2022

Copy forwarded to the:-

1. Addl. Pr. CCF-cum-Chief Project Director, IDP, Solan for favour of information and n/action please
2. APO Nahant/Rajgarh favour of information and further n/action.
3. Pradhan/Secretary of the GPs through APOs for favour of information & n/action. It is requested that the copy of this quotation notice
4. ay kindly be pasted in the notice boards of Gram Panchayat for the information of the local community Notice Board for vide publicity./Uploaded on project website: <http://www.hpdp.org/Tenders.htm>.
5. All contractors along with W-5 format.

  
District Project Officer (IDP),  
Sirmaur at Nahant.