



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

For
Source Sustainability And Climate Resilient Rain-fed Agriculture
Court Road, Nahan-173001

Phone: 01702-222423, 01702-222423 (FAX), email- dponhn@gmail.com

SUBJECT: Request for the quotation providing of Refreshment, Lunch, Venue to the Beneficiaries / Participants

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) Nahan invites quotations from the **Eligible Bidders holding valid PAN card, GST number.** for supply of following items / articles **F.O.R. destination**, on following Proforma, enclosed herewith, as per detail tabulated below, as:-

Job No	Particular	Item	unit
I/N/ Exposure /2023-24	Providing of Boarding and Lodging, Refreshment/Meal / to the Beneficiaries / participants in various GPs under APO Nahan for Exposure visits to various places in HP Nahan (up to 100 persons participants)	Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	per person/ Per Day
		BREAKFAST : Prantha (Alloo, Mix , Paneer Parantha) with Curd and tea /Bread Butter, milk / Bread Omelet & Tea), Puree choley etc. LUNCH & DINNER : (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice, Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery) including venue charges	per person/ Per Day
		Lodging in good quality hotel per person at different locations in HP	per person/ Per Day
I/P/ Exposure /2023-24	Providing of Boarding and Lodging, Refreshment/Meal / to the Beneficiaries / participants in various GPs under ApPO Paonta for Exposure visits to various places in HP from Paonta (up to 100 persons participants)	Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	per person/ Per Day
		BREAKFAST : Prantha (Alloo, Mix , Paneer Parantha) with Curd and tea /Bread Butter, milk / Bread Omelet & Tea), Puree choley etc. LUNCH & DINNER : (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice, Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery) including venue charges	per person/ Per Day
		Lodging in good quality hotel per person at different locations in HP	per person/ Per Day
I/R/ Exposure /2023-24	Providing of Boarding and Lodging, Refreshment/Meal / to the Beneficiaries / participants in various GPs under APO Rajgarh for Exposure visits to various places in HP from Rajgarh (up to 100 persons participants)	Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	per person/ Per Day

		BREAKFAST : Prantha (Alloo, Mix , Paneer Parantha) with Curd and tea /Bread Butter, milk / Bread Omelet & Tea), Puree choley etc. LUNCH & DINNER : (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice, Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery) including venue charges Lodging in good quality hotel per person at different locations in HP	per person/ Per Day per person/ Per Day
2-N/ Refresh /2023-24	Providing of tea with snacks & Lunch to the Beneficiaries / participants in various GPs of Sirmour district under APO unit Nahan in different location in different Gram Panchayats during Camps / training /meetings (up to 150 persons participants)	REFRESHMENT: Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles. LUNCH/DINNER: Providing Lunch/Dinner in meetings / Camps / training / Workshops (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery including venue charges)	Per Person / Per Day Per Person / Per Day
2-P/ Refresh /2023-24	Providing of tea with snacks & Lunch to the Beneficiaries / participants in various GPs of Sirmour district under APO unit Paonta in different location in different Gram Panchayats during Camps / training /meetings (up to 150 persons participants)	REFRESHMENT: Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles. LUNCH/DINNER: Providing Lunch/Dinner in meetings / Camps / training / Workshops (Dal, Mix Veg Mutter Paneer/Mashroom, Raita, Rice Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery including venue charges)	Per Person / Per Day Per Person / Per Day
2-R/ Refresh /2023-24	Providing of tea with snacks & Lunch to the Beneficiaries / participants in various GPs of Sirmour district under APO unit Rajgarh in different location during Camps / training /meetings at Rajgarh (up to 150 persons participants)	REFRESHMENT: Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles. LUNCH/DINNER: Providing Lunch/Dinner in meetings / Camps / training / Workshops (Dal, Mix Veg., Mutter Paneer, Raita, Rice Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery including venue charges)	Per Person / Per Day Per Person / Per Day

The quotation on as per proforma should reach in the office of the undersigned on or before **20.5.2023 by 11 am**. The quotations shall be opened on the same day at **11.30 AM**,

The quotation/bid form **E-5** (Schedule of quantity) along with instructions to bidders (quotation notice) can be obtained from the office of the DPO(IDP)Sirmaur at Nahan on any working day during the office hours up to **20.05.2023** or can be downloaded from the project website: <http://www.hpdp.org/Tenders.htm>. The quotation on standard E-5 proforma, duly filled in, should reach in the office of the undersigned on or before **23.05.2023** at **11.00 AM** and shall be opened on the same day at **11.10 AM**, in presence of the interested bidders or their authorized 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 20.05.2023**. The quantity mentioned is approximate, which may vary and supplier/ contractor shall be bound to honors the revised supply order(s) during the period of contract.

The other terms & conditions are as under:-

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2. **Qualification of the bidder:** The bidder shall provide following qualification information/documents at the time of submission of quotation form on prescribed proforma, which shall include:-
 - 2.1 **Tender Fee for Rs 500/-** In the shape of DD/IPO payable at Nahan or through E challan Head 0070-60-800-17 other receipt, (non-refundable) in DDO code, SMR00-977.
 - 2.2 **Self-attested Photo copy of his/her PAN / TAN / GST/ No.**

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

Bid security for Rs 15000/- in the shape of FDR duly pledged to DPO (IDP) Sirmour at Nahan.

3. Bid Price:

- 3.1 The Prices shall be quoted in Indian Rupees only.
- 3.2 Rate of goods/items should be F.O.R. 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 *prescribed Performa*, 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.

4. Validity of Quotation:

- 4.1 Quotation/Rates quoted shall remain valid up to 31.03.2024.

5. Submission of Quotations:

- 5.1 Each bidder shall submit only one quotation on standard PRESCRIBED PERFORMA proforma E-5 by making a cash payment/ IPO/ DD of Rs. 500/- as Tender Fee in the office and bidders may also download the E-5 from the website but for this bidder will have to pay Rs 500/- in the shape of DD/IPO with the bid, any E-5 which is downloaded from website but not accompanied by Tender Fee of Rs 500/- will be rejected.
- 5.2 The bidder/contractor shall furnish complete address and all other information in the relevant space provided in PRESCRIBED PERFORMA and shall strike off whichever is not relevant.
- 5.3 Quotations not received on given PRESCRIBED 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 PRESCRIBED PERFORMA 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 **DPO(IDP), Nahan 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 items)
Do not open before _____ (time and date of quotation opening).
- 5.7 Quotations must reach in the office of the **DPO (IDP) Nahan** 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

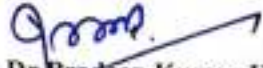
- 6.1 *In case, the day of opening of quotation happens to be a holiday, the whole process will commence on the next working day with same time & schedule for which no separate notice or order shall be issued. And in case, there is overlapping in timing for opening of quotation due to postponement of 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
- 6.7 **GST in connection with procurement of works, 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.

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 In case of tie on quoted rates between / among suppliers, the supply order shall be awarded on the basis of lottery on the written consent of all of them.
- 7.3 The terms of the accepted offer shall be incorporated in the purchase order.

- The above quantity is tentative and can be increased or decreased as per the actual requirement and budget availability. 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.
- 7.5 The successful bidder(s) will have to arrange with in time frame which will be intimated at least a week ahead by the purchaser.
 - 7.6 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.
 - 7.7 *Any shortage/ damage/loss during transportation/ supply will be the responsibility of supplier and shall have to replace such short supply of goods.*
 - 7.8 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.
 - 7.9 Normal commercial warranty/ guarantee shall be applicable to the supplied goods. All the packed item should conform to standard as specified by the competent authority. Any item which is expired or not conforming to the standard shall be rejected.
 - 7.10 Supplier shall be responsible for hygienic supply of food and consumable item and will be responsible for all issues arising out of food item served at the venue and during the exposure visit.
 - 7.11 The acceptance of the goods supplied and accommodation provided by the supplier shall be subject to the recommendation of the inspecting officer/ official accompanying the tour/venue in-charge of training etc or committee, as the case may be, who/which shall inspect the items/goods/accommodation at the place of delivery.
- 8. Performance Security**
- 8.1 Bidders should have his account in any nationalize bank, covered under RTGS/NEFT-facility and shall quote in his /her bid document (i.e PRESCRIBED PERFORMA) Name of the bank and branch, with IFSC code under relevant column/line to enable U/S to make payment through e-banking.
 - 8.2 The bid security Rs 15000/- should be submitted in the shape FDR/TDR with filled Bid Document. This will be converted into performance security after award of work to the successful bidder and will be released after close of financial year if the work of the bidder remained satisfactory. Bid security of unsuccessful bidder be returned after evaluation of bids. Payment shall be made to the supplier, as soon as possible, on recommendation of the inspecting officer or committee, as the case may be. However, no advance payment shall be made to the supplier/contractor.
 - 8.3 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.
 - 8.4 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.
 - 8.5 All legal disputes, if any, will be settled within the jurisdiction of Court(s) at Nahan.

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


Name: Dr Pradeep Kumar HPFS
District Project Officer, (IDP)
Nahan, Distt. Sirmour (H.P.)

Endst. No. 206-11 Dated, 18-05-2023

Copy is forwarded to:-

1. Chairman/Members Quotation Opening Committee for favour of information and necessary action.
2. Supdt.-cum-Cashier for information and further necessary action.
3. All APOs of this Division for favour of information and further n/action.
4. All suppliers along with PRESCRIBED PERFORMA for information and n/action.
5. Account Branch of this office for information.
6. Notice Board.


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

Format for Quotation

Job. No.1-N/Exposure/2023-24

Name of Work: - Providing of Boarding and Lodging, Refreshment/ Meal / to the Beneficiaries / participants in various GPs under APO unit Nahan for Exposure visits to various places in HP from Nahan (up to 100 persons participants)

Sr No	Particular	Item	unit	Rate
1/ N/ Exposure /2023-24	Providing of Boarding and Lodging, Refreshment/Meal / to the Beneficiaries / participants in various GPs under APO Nahan for Exposure visits to various places in HP from Nahan (up to 100 persons participants)	Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	Per person per day	
		BREAKFAST : Prantha (Alloo, Mix , Paneer Parantha) with Curd and tea /Bread Butter, milk / Bread Omelet & Tea), Puree choley etc. LUNCH & DINNER : (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice, Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery) including venue charges	Per person per day	
		Lodging in good quality hotel per person at different locations in HP	Per person per day	
			Total	

Name and address of Bidder

1. Last date & time for submission of Quotation:

23.05.23 at 11.00 AM

2. Date and time for the opening of quotation/evaluation of samples:

23.05.23 at 11.10 AM

Format for Quotation

Job. No.1-P/Exposure/2023-24

Name of Work: - Providing of Boarding and Lodging, Refreshment/ Meal / to the Beneficiaries / participants in various GPs under APO unit Paonta for Exposure visits to various places in HP from Paonta (up to 100 persons participants)

Sr No	Particular	Item	unit	Rate
1/ P/ Exposure /2023-24	Providing of Boarding and Lodging, Refreshment/Meal / to the Beneficiaries / participants in various GPs of under APO Paonta for Exposure visits to various places in HP from Paonta (up to 100 persons participants)	Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	Per person per day	
		BREAKFAST : Prantha (Alloo, Mix , Paneer Parantha) with Curd and tea /Bread Butter, milk / Bread Omelet & Tea), Puree choley etc. LUNCH & DINNER : (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice, Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery) including venue charges	Per person per day	
		Lodging in good quality hotel per person at different locations in HP	Per person per day	
Total				

Name and address of Bidder

1. Last date & time for submission of Quotation:

23.05.23 at 11.00 AM

2. Date and time for the opening of quotation/evaluation of samples:

23.05.23 at 11.10 AM

Format for Quotation

Job No.1-R/Exposure/2023-24

Name of Work: - Providing of Boarding and Lodging, Refreshment/ Meal / to the Beneficiaries / participants in various GPs under APO unit Rajgarh for Exposure visits to various places in HP from Rajgarh (up to 100 persons participants)

Sr No	Particular	Item	unit	Rate
1/R/ Exposure /2023-24	Providing of Boarding and Lodging, Refreshment/Meal / to the Beneficiaries / participants in various GPs under APO Rajgarh for Exposure visits to various places in HP from Rajgarh (up to 100 persons participants)	Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	Per person per day	
		BREAKFAST : Prantha [Aloo, Mix , Paneer Parantha] with Curd and tea /Bread Butter, milk / Bread Omelet & Tea), Puree choley etc.	Per person per day	
		LUNCH & DINNER (Dal, Mix Veg, Mutter Paneer/Mashroom, Raita, Rice, Chapati, Sweet Dish, Salad, Water Bottles Cookery, cutlery) including venue charges		
	Lodging in good quality hotel per person at different locations in HP	Per person per day		
Total				

Name and address of Bidder

1. Last date & time for submission of Quotation:

23.05.23 at 11:00 AM

2. Date and time for the opening of quotation/evaluation of samples:

23.05.23 at 11:30 AM

E-5

Format for Quotation

Job. No.2-N/Refresh/2023-24

Name of Work: - Providing tea with snacks and lunch during meetings/ trainings/and workshop at Nahan and in different GPs of APO Nahan up to 150 person

Sr No	Particular	Item	unit	Rate
1.	Providing of tea with snacks & Lunch to the Beneficiaries / participants in various GPs of Sirmour district under APO unit Nahan in different location during Camps / training /meetings at Nahan (up to 150 persons participants)	REFRESHMENT: Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	Per Person	
		LUNCH/DINNER: Providing Lunch/Dinner in meetings / Camps / training / Workshops (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery including venue charges)	Per Person	
			Total	

Name and address of Bidder

1. Last date & time for submission of Quotation:

23.05.23 at 11.00 AM

2. Date and time for the opening of quotation/evaluation of samples:

23.05.23 at 11.10 AM



Format for Quotation

Job. No.2-P/Refresh/2023-24

Name of Work: Providing tea with snacks and lunch during meetings/ trainings/and workshop at Paonta and in different GPs of APO Paonta up to 150 person

Sr No	Particular	Item	unit	Rate
1	Providing of tea with snacks & Lunch to the Beneficiaries / participants in various GPs of Sirmour district under APO unit Paonta in different location during Camps / training /meetings at Paonta (up to 150 persons participants)	REFRESHMENT: Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	Per person / Per day	
		LUNCH/DINNER: Providing Lunch/Dinner in meetings / Camps / training / Workshops (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery including venue charges)	Per Person	
			Total	

Name and address of Bidder

1. Last date & time for submission of Quotation:

23.05.23 at 11.00 AM

2. Date and time for the opening of quotation/evaluation of samples:

23.05.23 at 11.10 AM

Format for Quotation

Job. No.2-R/Refresh/2023-24

Name of Work :- Providing tea with snacks and lunch during meetings/ trainings/and workshop at Nahan and in different GPs of APO Rajgarh up to 150 person

Sr No	Particular	Item	unit	Rate
1	Providing of tea with snacks & Lunch to the Beneficiaries / participants in various GPs of Sirmour district under APO unit Rajgarh in different location during Camps / training /meetings at Rajgarh (up to 150 persons participants)	REFRESHMENT: Providing two times Tea with Snacks & Refreshment (Namkeen, biscuits, Fruits) and water Bottles.	Per person / Per day	
		LUNCH/DINNER: Providing Lunch/Dinner in meetings / Camps / training / Workshops (Dal, Mix Veg., Mutter Paneer/Mashroom, Raita, Rice Chapati, Sweet Dish, Salad, Water Bottles Crockery, cutlery including venue charges)	Per Person	
			Total	

Name and address of Bidder

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