



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

For
Source Sustainability And Climate Resilient Rain-fed Agriculture
Nahan173001

email- dponhn@gmail.com

SUBJECT: Request for the printing of leaflets- 3 fold, in multi-color ordinary paper and glossy paper, banner and writing pad.

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:-

Sr No	Particular	Detail	
01/printing/23-24	Printing of leaflets 6"X9"	Simple paper	3 fold
		Glossy paper	3 fold
	Banners	Multi-color biodegradable material	
	Providing and printing of writing pad for conference and workshop	With simple binding (13X22 cms) colored front page (Printed pages (B/W) : 3 Nos, Blank pages :10)	
		With spiral binding (13X22 cms) colored front page (Printed pages (B/W): 5 Nos, Blank pages :35)	

The quotation on as per proforma should reach in the office of the undersigned on or before **30.5.2023 by 11 am**. The quotations shall be opened on the same day at **11.30 AM**, in presence of the interested bidders or their authorized representative *who wish to be present*. **The quotation form can be obtained from this office per form on any working day up to 29.5.2023.**

For more details, please contact the office of the undersigned on any working day between **10.00AM to 5.00PM up to 29.5.2023** 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 performa*, which shall include:-
 - 2.1 **Self-attested Photo copy of his/her PAN / TAN / GST/ No.**
 - 2.2 **Self-attested copy of the Bank Account duly covered under RTGS/NEFT.**
 - 2.3 **Self-attested copy (ies) 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/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, for each item.

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 divided / split equally between / among all such lowest bidder or to one of them on the written consent of all of them.

7.3 The terms of the accepted offer shall be incorporated in the purchase order.

7.4 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.

7.5 The successful bidder(s) will have to arrange supply within fortnight after issuing of supply order.

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.

7.10 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. 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 Payment towards the project cost shall be made to the supplier, as soon as possible, after receipt of the goods/services at DPO Office Nahan and on recommendation of the inspecting officer or committee, as the case may be and the remaining amount towards beneficiary share shall be paid immediately after receiving the beneficiary contribution from the beneficiaries. However, no advance payment, whatsoever, shall not be made to the supplier/contractor unless any emergency arises.
- 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,
Integrated Development Project,
Nahan, Distt. Sirmour (H.P.)**

Endst. No. _____ **Dated,** _____

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

Sr No	Particular	Detail		unit	Rate	Amount
1	Printing of leaflets 6"X9" Approximate quantity : 1000 nos	Simple paper	3 fold	Per 1000		
		Glossy paper	3 fold	Per 1000		
2	Banners Approximate quantity : 200 nos	Multicolour bio-degradable material		Per sq feet		
3	Providing and printing of writing pad for conference and workshop	With simple binding (13X22 cms) coloured front page (Printed pages : 3 Nos, Blank pages :10)		Each		
		With spiral binding (13X22 cms) coloured front page (Printed pages : 5 Nos, Blank pages :35)		Each		

I/We hereby certify:-

1. That I/We have deposited required earnest money of Rs. _____ in cash, as vide, Receipt No.* _____ dated _____ or TDR/FDR No.* _____ dated _____ for Rs. _____.
2. 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.
3. That the rate(s) quoted by us shall remain valid up to
4. 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.
5. That I / We agree to all the terms and conditions of notice for the procurement of the above material*/works*/service*.
6. That I/We hereby authorize the authorities of the ID Project, 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- _____ ii) A/C No. _____
 iii) Name of the Bank _____ iv) Name of the Branch _____ vi) IFSC code _____

Date: _____

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

*PAN: _____

*Regd. No. of the firm _____

COMPLETE ADDRESS OF THE SHOP/ OFFICE /RESIDENCE OF THE Bidder(s)

<u>Correspondence Address:</u>	<u>Permanent Address:</u>
Name of the bidder :-Village/Mohalla/Colony.....	Name of the bidder :-Village/Mohalla/Colony.....
Post Office Tehsil District..... State	Post Office Tehsil District.....
PIN.....Email ID :Mobile :.....	State PIN..... Email ID:Mobile:.....

***Strike of whichever is not applicable.**

1. Last date & time for submission of quotation:

30.05.2023 at 11.00 AM

2. Date and time for opening of quotation:

30.05.2023 at 11.30 AM