

**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ/Shopping Procedures**  
**Procurement Notice**  
**(Single-Envelope with Offline Procurement Bidding Process)**

**Purchaser:** District Project Officer,  
Integrated Development Project  
Hamirpur (HP)

**Contract title:** Request for quotation for different type of Agriculture Seed and Fertilizer for Demonstration.

**Date:** 05/10/2023

**Applicable Procurement Guidelines/Regulations Date:** April, 2018

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the Integrated Development Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The District Project Officer (IDP) Hamirpur invites quotations offline from eligible bidders for the following goods.

Sl. No.	Brief Description of the Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery
1	Pea Seed	Him Palam/PS-10	24 Kg.	Within a week from the date of supply order	DPO Office Hamirpur
2	Garlic Seed	Parvati-I/GHC-I	850 Kg.		
3	NPK	(12:32:16)	100 Kg		

- [\* Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.]
2. The Bidders may submit Quotations for any or all items.[Purchaser should select one of the two options. Where evaluation is to be done for all items together, select 'all items', otherwise select 'any items']
3. This Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The Procurement notice including the terms and conditions etc.
4. Quotations, both Technical Part and Financial Part shall be submitted on or before **18/10/2023 on 12.00 Noon** . Any quotation or modifications to quotation received after the last date of submission will not be considered.

Description	Date
Date of publication	05/10/2023
EMD:	Rs 5000/- (Rupees Five Thousand only) through demand draft from a Nationalized Bank, drawn in favour of DPO, IDP Hamirpur payable at Hamirpur. The tender document is non-transferable.
Bid Submission Start Date	05/10/2023
Last Date for Submission of Bid	18/10/2023
Last Date of Physical submission of EMD/ cost of tender & technical bids	18/10/2023
Date of opening of the Technical Bids	18/10/2023
Date of opening of Financial Bids	Will be opened/notified after finalization of technical scrutiny and intimated in due course of time.

6. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the 'Technical Part' of the Quotations will be opened on the next working day at the same time. The Financial Parts of the Quotations shall remain unopened, until the subsequent opening, following the evaluation of the Technical Parts of the Quotations.
7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to any failure which are beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser or may visit the office of the Purchaser at the address given below.
8. **SUBMISSION OF ORIGINAL DOCUMENTS:-** The bidders are required to submit Original account payee bank drafts payable at Hamirpur towards the cost of Bid Document and Earnest Money Deposit (EMD) in the O/o DPO (IDP) Hamirpur along-with other documents as specified in key dates at Sr. No. 5, failing which the bids will be declared nonresponsive.

#### Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; 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.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will update its response together with any amendment to this document, on the notice board for information of all Bidders. Bidders should check on the notice board for any amendments to the terms and conditions.
3. **Documents:** The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part.

4. **The Technical Part of Quotation shall comprise the following:**

- (a) Letter of Quotation– Technical Part:
- (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotations accepted;
- (e) Performance Statement<sup>1</sup> of supplies of similar goods made during the last 3 years, in the prescribed Format;
- (f) Complete address and contact details of the Bidder having the following information:
  - Name of Firm
  - Address for communication
  - Telephone No(s): Office
  - Mobile No.
  - Facsimile (FAX) No.
  - Electronic Mail Identification (E-mail ID)
- (g) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive

5. **The Financial Part of Quotation shall comprise the following:**

- (a) Letter of Quotation- Financial Part
- (b) Price Schedule (using the Schedule mentioned in the RFQ document) wherein the rates shall be entered.

**Quotation Prices**

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission.
  - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
  - d) 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.
  - e) The Prices shall be quoted in Indian Rupees only.
  - f) Rate of goods should be F.O.R. destination.
  - g) 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.
  - h) There will be no binding upon the Tendering authority to purchase the items specified in the tender and whose rates are being finalized. **Conformity of Goods:** The Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc, of the manufacturer [purchaser to specify what documents should be submitted by the bidders.
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6. **Qualification of the Bidder:**

(a) Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma. Atleast 40 % of the quantity in case of equipment offered for supply should have been in successful operation for at least one year as on date of quotation opening.

(b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.

(c) The bidder shall provide following qualification information/documents at the time of submission of quotation form on standard E-5, which shall include.

- i. Self attested Photo copy of his/her PAN / TAN / GST/ No.
- ii. Self attested copy of the Bank Account duly covered under RTGS/NEFT.
- iii. Self attested copies 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 items to be supplied.
- iv. 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.

7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 to 90 days after the deadline date specified for submission.

8. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature. In the event of the quotations being submitted by a firm it must be signed separately by each member thereof or in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, or in the case of a company the quotations should be executed in the manner laid down in the said company's articles of association. The Signatory on the quotations shall be deemed to be authorized signatory.

9. **Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled and signed copies shall be submitted along with the Price Schedules that shall be furnished using the Forms available offline without any alterations. All blank spaces shall be filled in with the information requested. Copies of all other documents shall also be submitted.

- a. Each bidder shall submit only one quotation on standard E-5 proforma, for each item.
- b. 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.
- c. Quotations not received on given E-5 proforma or/and incomplete quotations shall not be considered.
- d. 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.

- e. The bidder shall seal the quotation in an envelope addressed to the DPO (IDP) Hamirpur, and the outside of the envelope will also bear the following identification on the top of the envelop
- f. Quotation for Supply of **Agriculture Seed & Fertilizer** do not open before **18/10/2023 on 12:30 PM**
- g. Quotations must reach in the office of the **DPO IDP Hamirpur** 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.
- h. Any quotation received after the deadline for submission of quotations will not be considered.
- i. Earnest money of Rs. 5000/- (Rs. Five Thousand only) in the shape of account payee Bank Draft payable at Hamirpur should be submitted in favour of DPO, IDP Hamirpur along with the physical documents required to be submitted by **18/10/2023 (Time 12:00 Noon)**, failing which bid liable to be rejected automatically. The earnest money of unsuccessful bidders will be refunded in due course of time

10. **Opening and Evaluation of Technical Parts of Quotations:** The 'Technical Part' of the Quotations will be opened offline on the specified date and time. The Financial Parts of the Quotations shall remain unopened, until the subsequent opening, following the evaluation of the Technical Parts of the Quotations.

- (a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- (b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second offline opening.
- (c) Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.
- (a) Simultaneously Purchaser shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotation has been evaluated as substantially responsive to the RFQ document and that their Financial Part of Quotation will be opened offline after Technical scrutiny is over **on 18.10.2023**
- (d) 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 (for offline tenders only), prior to such 'new time' fixed for opening of quotation on the 'next working day'.
- (e) 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.



- (f) 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.
- (g) The Quotations would be evaluated for all the items together.
- (h) The **DPO, IDP Hamirpur** will have the right to reject any or all of the quotations without assigning reasons.

11. **Opening and Evaluation of Financial Parts of Quotations:** The 'Financial Part' of the Quotations will be opened offline on the specified date and time.

- (a) The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
- (b) The Quotations would be evaluated for all the items together/would be evaluated separately for each item. [Purchaser shall specify one of the two options].
- (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
- (d) 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.
- (e) 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.
- (f) After the evaluation of bids/quotation is over, the successful bidder(s) shall be notified of award of contract.
- (g) The successful bidder may be required to deposit performance security @ 5% of the estimated cost of purchase in the shape of pledged FDR favouring **DPO, IDP Hamirpur** immediately after finalization of tender.
- (h) In case of tie on quoted rates between / among suppliers, the supply order shall be given to firm which has high turnover.

12. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and also meets the specified qualification criteria..

- (a) Notwithstanding the above, the Purchaser 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.
- (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- (c) 100%Payment shall be made immediately/or within--- days after delivery of the goods.(Choose one of the two options). Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- (e) The terms of the accepted offer shall be incorporated in the purchase order.
- (f) **The quantity in the tender document may be 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. The bidder shall have no right to object or

- challenge the decision of the purchaser w.r.t. the variation between the quoted approx. quantity and the actual requirement based on above factors.
- (g) The successful bidder(s) will have to arrange supply within **Seven days** after issuing of supply order.
  - (h) 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.
  - (i) Any shortage/ damage/loss during transportation/ supply will be the responsibility of supplier and shall have to replace such short supply of goods.
  - (j) The material supplied by the supplier shall have to be placed for inspection by the inspection officer or committee, as the case may be, at the place of delivery and the material shall be received by the purchaser only after the recommendation of the inspection officer/ committee.
  - (k) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
  - (l) 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.

**13. Payment Conditions:-**

- (a) Bidders should have his account in any nationalize bank, covered under RTGS/NEFT-facility and shall quote in his /her bid document (i.e E-5 or E-5) Name of the bank and branch, with IFSC code under relevant column/line to enable U/S to make payment through e-banking.
- (b) The earnest money deposited by the bidders shall be returned on the date of opening of quotations except the lowest bidder. The earnest money of lowest will be converted into performance security and will be returned after receipt of ordered material within the prescribed time.
- (c) Payment towards the project cost shall be made to the supplier, as soon as possible, after receipt of the goods at DPO Office Hamirpur 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 will be made to the supplier/contractor.
- (d) The successful bidder should supply the Goods within **seven days** on receipt of the supply order. In case of delay following penalties shall be levied on the firm/agencies by the tendering agency.
  - i) Delay up to 15 days @ 2% of the total value of material ordered.
  - ii) Delay up to 15 to 30 days @ 5% of the total value of material ordered.
  - iii) Delay up to 30 to 50 days @ 10% of the total value of material ordered
  - iv) Delay more than 50 days- order be cancelled and performance security will be forfeited along with 10% of the total value of material ordered.
- (e) In case of any dispute, Departmental Grievance Redressal Committee to be appointed by the Chief Project Director IDP. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. 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.

(f) All legal disputes if any will be settled within the jurisdiction of Court(s) in H.P.

Read over and accepted.

Signature of the Bidder

(Purchaser)  
*Jangal*

District Project Officer,  
Integrated Development Project,  
Hamirpur, Distt. Hamirpur (H.P.)  
Contact No. 09172-223011.  
Email: dpohmr17@gmail.com

Endst. No.

2184-88

Dated, 05/10/2023

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Copy is forwarded to:-

1. All APOs of this Division for favour of information and further n/action.
2. Account Branch of this office for information.
3. Store Incharge of this office for information.
4. Notice Board.
5. Project Web site: [www.hpidp.org](http://www.hpidp.org).

*Jangal*

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

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