



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

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.  
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Office Order No. 1562

Dated, Nahan the 20/10/2023

**GUIDELINE FOR OFFLINE TENDER ON DATED 26-10-2023**

It is to inform you that off line tenders on dated 26.10.23 consist two types envelopes one is Technical Bid and other is financial Bid that consist following documents for each Bids

Technical bid Envelop No-1	Financial bid No-2
<p>On this envelop write the Job no of Bid and enclosed</p> <ol style="list-style-type: none"><li>1. Qualification information, Letter of quotation (Technical part).</li><li>2. Undertaking.</li><li>3. Similar nature work (in aggregate) of value not less than 80% of the estimated cost of the Work-in the last three years;(1ST April 2020 to 31st March 2023)done certificate</li><li>4. FDR will be enclosed.</li></ol> <p>(If FDR is for more than Bid security amount then mention the Job Nos which FDR is enclosed and Photo copy of the FDR is enclosed in other Technical Bids.)</p>	<p>In this envelop write the Job no of Bid. This envelop contain only W-5 and Letter of quotation (Financial part).</p>

Beside this one separate envelop marked as Envelop-A will be submitted by all participating bidders for all bids together on which bidder will mention all Job Nos in which he participating & following documents be enclosed in envelop :

1. Self Attested copy of PAN No.
2. Self Attested copy of GST No.
3. Self Attested copy of Bank Account.
4. Income Tax, CGST & SGST and other applicable Taxes No dues certificates from the competent for the preceding year ( 31st March 2023) must be attached
5. Report on his financial standing, along with last 3 years' financial statements/Profit and Loss Statements / Balance sheet duly self-attested or by CA as the case may be. (1ST April 2020 to 31<sup>st</sup> March2023)
6. 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). 1ST April 2020 to 31st March2023)
7. Certificate of Movable assets (10% of the tender (All Jobs in RFQ) amount)
8. Certificate of fixed assets valuation (50% of the tender (All Jobs in RFQ) amount) as on April 2023 on-wards.
9. Total monetary value of works executed by him for each year of the last 3 years (1ST April 2020 to 31st March 2023).

All the envelop should be duly sealed & no open envelop will be entertained, failing which the eligibility of bidder in tenders are liable to be rejected.

District Project Officer, (IDP)  
Sirmaur at Nahan.