



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

To _____

Sub : REQUEST FOR QUOTATIONS (RFQ) FOR CLEANING AND SWEEPING WORK IN DPO(IDP) OFFICE AND INSPECTION HUT CHIRANWALI AT NAHAN FOR THE YEAR 2024-25.

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 for cleaning and sweeping work in the office of DPO(IDP)Sirmaur at Nahan and Inspection Hut Chiranwali at Nahan on standard Proforma enclosed herewith, as per detail tabulated below, as:-

Sl.No.	Brief description of work	Time/duration of work in day (on or before 10.00AM)	Place of work
1.	Cleaning and sweeping work in DPO(IDP) office Nahan except holidays in a month.	4 hours daily	DPO(IDP) office Sirmaur at Nahan, HP
2.	Cleaning and sweeping work in Inspection Hut situated at Chiranwali, Nahan in a month.	4 hours daily	Inspection Hut Chiranwali at Nahan, Sirmaur HP

The quotation on standard proforma duly filled in, should reach in this office on or before **12-03-2024 by 11.00AM** and the same 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.

For more detail, please contact the office of undersigned on any working day between 10.00AM to 5.00 Pm up to 11.03.2024.

Instructions to bidders

2. **Scope of Works:** The scope of work is as prescribed in W-5 format. The bidder(s) is(are) advised to visit the site of works, prior to bidding for said work at his own expenses, for obtaining all relevant information that may be necessary for preparing the quotation.

2.1 a) self attested copy of bank account duly covered under RTGS/NEFT.

3. Bid Price:

3.1 That, Prices shall be quoted in Indian Rupees only.

3.2 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.

3.3 That, the correction(s) made in W-5. If any, shall be made by crossing out, duly attested the cutting(s) with date and re-write the corrected entry(ies).

4. Validity of Quotation:

4.1 The above contract shall be for one financial year (upto 31.03.2025).

5. Submission of Quotations :

5.1 That, each bidder shall submit only one quotation on standard W-5 proforma.

5.2. The bidder /contractor shall furnish complete address and all other information in the relevant space provided in W-5 and shall strike off which is not relevant.

5.3 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.

5.4 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).

5.5 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.

5.6 That, in case of there is overlapping in schedule for submission of quotations on such deemed date assumed for submission 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.

5.7 Any quotation received after the deadline for submission of quotation shall not be considered.

6. Opening & Evaluation of Quotations:

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 That, the Quotations would be evaluated for **all the items together**.

6.6 That, the Employer (Chairman/committee) will evaluate and compare the quotations determined to be substantially responsive keeping in view the criteria as specified above.

6.7 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.

7. Award of Contract & Execution of Work:

7.1 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 awarded to contract by the Employer .

7.2 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.

7.3 That the above quotation and rates for work mention above will remain valid upto 31.03.2025. The bidder has no right to claim for regularization of service for said work after the expiry of contract period i.e. 31.03.2025.

8. Miscellaneous :

8.1 Payment shall be made, as soon as possible, after receipt of the bill at DPO(IDP) office Nahan and on recommendation of the authorize official/officer.

8.2 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.**

8.3 In case of any dispute, the DPO Nahan / Chief Project Director, Solan will be the final authority to decide the matter and the decision will be binding on both the parties.

8.4 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Nahan.

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 **11.00 hours(11.30 AM) on 12-03-2024**, 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 Nahan.

Endst. No./Quotation/Bid/ 4004-06 / Dated, Nahan the/ 27-02-2024
Copy forwarded to the:-

1. Addl. Pr. CCF-cum-Chief Project Director, IDP, Solan for favour of information and n/action please.
2. Notice Board for vide publicity.
3. All contractors along with W-5 format.

District Project Officer(IDP),
Sirmaur at Nahan.

Format of Quotation(W-5)

Sr. No.	Brief Description of works	Time/Duration of work in a day (on or before 10.00 AM)	Place of work	Quoted Rates per hour (Rs.)	Amount for per day (Rs.)
1.	Cleaning and sweeping work in DPO (IDP) Office Sirmaur at Nahan except holidays in a month	Four hours daily	DPO(IDP)Office Nahan, Distt. Sirmaur, HP		
2	Cleaning and sweeping work in Inspection Hut situated at Chiranwali, Nahan Sirmaur in a month.	Four hours daily	Inspection Hut situated at Chiranwali, Nahan Sirmaur,HP		
G.Total:					

Signature of Bidder

*Bank Account No(covered under RTGS/NEFT facility)_____

Name of Bank / Branch_____

IFSC Code of Bank / Branch_____

*(Attach self attested photo copy of bank account no.)

COMPLETE ADDRESS OF THE SHOP/ OFFICE /RESIDENCE OF THE Bidder(s)	
<u>Correspondence Address:</u>	<u>Permanent Address:</u>
Name of the bidder :-	Name of the bidder :-
Village/Mohalla/Colony.....	Village/Mohalla/Colony.....
Post Office Tehsil	Post Office Tehsil
District..... State PIN.....	District..... State
Email ID : Mobile :.....	PIN.....
(ii) Land line with STD Code: Fax No:	Email ID: Mobile:.....
	(ii) Land line with STD Code: Fax No:

**Strike of whichever is not applicable.*

1 Last date & time for submission of quotation:

12/03/2024 at 11.00 AM

2. Date and time for opening of quotation:

12/03/2024 at 11.30 AM

