



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

For
Source Sustainability And Climate Resilient Rain-fed Agriculture
Shimla at Shoghi-171219
Phone:0177-2928781,email- idpdposhimla@gmail.com

SUBJECT: Request for the quotation for Exposure Visit from Sainj to Kullu, Manali

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) Shimla at Shoghi invites quotations from the **Eligible Bidders holding valid PAN card, GST No.** for supply of following items / articles **F.O.R. destination, on** following Proforma, enclosed herewith, as per detail tabulated below, as under: -

Sr. No	Particular	Unit	Qty	Rate	Amount
1	Training Material (Bag. Pad & Pen)	Set	1		
2.	Boarding during exposure visit including breakfast, Lunch and dinner as per the tour programme (Attached)	Per person per day	1		
3.	Lodging during exposure visit as per the tour programme (Attached)	Per person per day	1		
4	Transportation Charges of participants during exposure visit as per the tour programme attached including field during the exposure visit) (minimum 37 persons per exposure visit from Sainj to Kullu Manali & Local maximum 5 days	Days	5		

The quotation on as per proforma should reach in the office of the undersigned on or before **21/06/2025 by 01.00 PM**. The quotations shall be opened on the same day at **02.30 PM**, 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 20.06.2025.**

For more details, please contact the office of the undersigned on any working day between **10.00 AM to 5.00 PM up to 20/06/2025**. 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 31.03.2026.

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), Shimla at Shoghi 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) Shimla at Shoghi** 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 The performance security Rs 10000/- should be submitted within one month after award of work. Payment towards the project cost shall be made to the supplier, as soon as possible, after receipt of the goods/services at DPO Office Shimla at Shoghi 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 Shimla

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


Name: Anil Kumar, HPFS
District Project Officer,
Integrated Development Project,
Shimla at Shoghi (H.P.)

Endst. No. 205-10

Dated, 16-06-2025

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,
Shimla at Shoghi (H.P.)

Format for Quotation

Contract No. HPIDP/Shimla/Exposure Visit /06/2025

Sr No	Particular	Unit	Qty	Rate	Amount
1	Training Material (Bag. Pad & Pen)	Set	1		
2.	Boarding during exposure visit including breakfast, Lunch and dinner as per the tour programme	Per person per day	1		
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Rate will be inclusive of all taxes applicable

Amount will be charged as per actual persons participated and no. of days spent in the even

Comparative will done as per total Amount quoted

Name and address