

Instructions to Bidders (ITB)

SECTION - A

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.

Sr. No	Job No.	Name Of Material	Qty	Specifications	FOR at	Earnest money in (Rs.)	Technical Specification & Description
1	DPO/IDP Sainj and Nerwa 01/2025-26	MODULAR ZA WATER STORAGE TANK IS: 15961 and IS: 804 As per Indian Standard Specification and other specification as below (Annexure I)	8	Capacity in Liters : 30000 Dia meter: 3.6 Mtrs. Height: 3.03 Mtrs. Wall Ring: 3 Nos. Foundation Length and width as per tank Dia size and foundation size + 0.30 Mtrs extra from size.	Under the jurisdiction APO IDP Sainj and Nerwa	60000	Attached

2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.
3. **Documents:** The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.
4. **The Technical Part of Quotation shall comprise the following:**
- Letter of Quotation– Technical Part;
 - Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
 - Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotations accepted;
 - Performance Statement of supplies of similar goods made during the last 5 years, in the prescribed Format;
 - Complete address and contact details of the Bidder having the following information:
Name of Firm
Address for communication
Telephone No(s): Office
Mobile No.
Electronic Mail Identification (E-mail ID)
 - 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) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the rates shall be entered online.

6. 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 electronic 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. at the site as specified above. There will be no binding upon the Tendering authority to purchase the items specified in the tender and whose rates are being finalized.

7. 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, specification, user manual etc. of the manufacturer.

8. Qualification of the Bidder:

- (a) Bidder / authorizing dealers/suppliers should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 5 years. Details of supplies made during the last 5 years shall be submitted in the specified Proforma. At least 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) Report on his financial standing, along with last 3 years' financial statements, Profit and Loss Statements & Balance sheet (*1st April 2022 to 31st March 2025*)
- (c) 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 2022 to 31st March 2025*)
- (d) Certificate of Movable assets (20% of the tender amount) on the date of filing tender.)
- (e) Certificate of fixed assets valuation (80% of the tender amount) as on April 2025 on-wards
- (f) The bidder/ authorizing dealers/suppliers shall provide following qualification information/documents at the time of submission of quotation form on standard E-5, which shall include.
 - i. Photo copy of his/her PAN, TAN and GST No.
 - ii. Copy of the Bank Account duly covered under RTGS/NEFT.
 - iii. 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 return for last 3 years
 - v. CGST & SGST clearance certificates up to 31st March 2025 from the competent authority and certificate from CA regarding filing of GST return up to 30th June 2025 must be attached, failing which the tenders are liable to be rejected.

9. **Validity of Quotation:** Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.
10. **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.
11. **Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled; signed and scanned copies shall be uploaded along with the Price Schedules (with financial bid) that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.
- Each bidder shall submit only one quotation on standard E-5 proforma, for each item.
 - 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.
 - Quotations not received on given E-5 proforma or/and incomplete quotations shall not be considered.
12. **Online Opening and Evaluation of Technical Parts of Quotations:** The 'Technical Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening of technical part will be generated and uploaded online. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
- The Purchaser shall examine the technical part of the quotation to determine whether the quotation
 - (1) Has been properly signed (Clause 10);
 - (2) Meets the eligibility criteria (Clause 1);
 - (3) Conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and
 - (4) The bidder has accepted the delivery schedule.
 - 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 online opening.
 - 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.
 - 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 online at Date and time as mentioned in E-Procurement Notice
 - The Tendering authority will have the right to reject any or all of the quotations.
 - Online Opening and Evaluation of Financial Parts of Quotations:** The 'Financial Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online and electronic summary of quotation opening of financial part will be generated and uploaded online.

- (a) The Purchaser shall examine and confirm that 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.
- (c) 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.
- (d) After the evaluation of bids/quotation is over, the successful bidder(s) shall be notified for acceptance of offer letter.
- (e) The successful bidder will be required to deposit performance security @ 5% of the tendered amount quoted by the bidder in the shape of pledged FDR in favour to DPO, IDP Shimla at shoghi after issue of offer letter with in stipulated time. The supply order will be issued after the performance security is deposited.
- (f) In case of tie on quoted rates between / among suppliers, the supply order shall be given to firm which has high turnover.

13. **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.
- (c) No advance payment will be made to the contractor. However, Contractor shall be paid 80% of the work done amount on running bill and 20% amount shall be paid after successful completion of the awarded work
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- (e) 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.
- (f) The successful bidder(s) will have to arrange supply within 60 days after issuing of supply order. May be increased in case of unwarranted situations.
- (g) 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.
- (h) Any shortage/ damage/loss during transportation/ supply will be the responsibility of supplier and shall have to replace such short supply of goods.
- (i) 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.
- (j) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- (k) 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

Payment Term: For Supply -

- (a) The second party submitting an invoice for payment.
- (b) Certification of the invoice (except for the first installment) by the engineer nominated by the first party with respect to quality/quantity of works executed.

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- (c) Payments shall be adjusted for deductions for advance payments, recoveries if any in terms of the contract, and taxes at source, as applicable under the law.
 - (d) No advance/running bill payment will be made to the contractor.
 - (e) Contractor shall be paid full payment after successful completion of the awarded work
 - (f) In case of any dispute, Departmental Grievance Redressal Committee to be appointed by the DPO, IDP Shimla. 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.
 - (g) All legal disputes if any will be settled within the jurisdiction of Court in Shimla H.P.

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: **IN-DPO, SHIMLA-500522-GO-RFQ**

Procurement and Installation of MODULAR ZA WATER STORAGE TANK

Our Reference: No. IDP/DPO/SML/RFQ/2025-26/..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of **MODULAR ZA WATER STORAGE TANK**

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 180 days, from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."


Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Undertaking

Note: Evaluation shall be done for *all items together* *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.

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of as mentioned in Financial quotation within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Read over and accepted

Signature and Address of Bidder

PROFORMA FOR PERFORMANCE STATEMENT*

Proforma for Performance Statement (for a period of last 5 years)

RFQ No. _____


Date of opening _____

Time _____ Hours

Name of the Bidder _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods/ equipment	Value of order	Date of completion of delivery		In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
				As per contract	Actual	
1	2	3	4	5	6	8

*This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

 Signature and seal of the Bidder

Purchaser's Requirement

1. LIST OF GOODS & RELATED SERVICES

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DELIVERY PERIOD

Note:

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination(Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert physical unit for the quantity]</i>	<i>[insert place of Delivery]</i>	<i>[insert the number of days from the date of the Contract]</i>	<i>[insert the number of days from the date of the Contract]</i>

1. All details should be filled in by Purchaser except for Column 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

Technical Specifications

Detailed Technical Specifications and Standards [whenever necessary] and scope of services

[Insert detailed description of TS and scope of services each item or for each group of similar items]