

E-5

**PROCUREMENT OF GOODS
THROUGH
REQUEST FOR QUOTATION
(RFQ)/SHOPPING PROCEDURES**

*(For Contracts valued less than the
equivalent of US \$100,000 each)
(Procurement Bidding process)*

REQUEST FOR QUOTATIONS
Procurement of Furniture & Fixtures under RFQ/Shopping Procedures
Procurement Notice

Purchaser: ICAR-IASRI Library Avenue,
Pusa, New Delhi-110012
Email: Anshu.bharadwaj@icar.gov.in
Web Site: www.nahep.icar.org.in

Contract title: Components 2- Procurement of Furniture & Fixtures

RFQ No: 36(36)/2022-23/CPS (E 242445)

Date: 10.03.2023 [*insert date when RFQ is issued to the market*]

Applicable Procurement Regulations Date: World Bank Guidelines January 2011,
Revised July 2014

The Government of India has received financing from the World Bank in various currencies towards the cost of the NAHEP Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. ICAR-IASRI Library Avenue, Pusa, New Delhi-110012 invites quotations from eligible bidders for the following goods: -

Sr no	Item name	Dimension (Sq. Ft)	Qty
01	Ten Seater Office Sofa Set		01
02	2 Seater Office Sofa Set		02
03	Office Chair Low Back	Leatherette with arms	79
04	Office High Back Chairs	Leatherette with arms	7
05	Computer Table	4 feet x 3 feet	06
06	Reception Centre table	4 feet x 2 feet	01
07	Office Table	4 feet x 2.6 feet	01
08	Office Table	4.6 feet x 3 feet	02
09	Reception Office Table	6 feet x 3.9 feet	01

[* *Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.*

- *Choice of Colors for the above mentioned items will be made by the purchaser*
- *Goods supplied must be of high quality and renowned brands]*

1. The Bidders may submit Quotations for all items.
2. 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. can be downloaded free of cost from the website www.iasri.icar.org.in. In such cases the bidder would be responsible for ensuring that any add end an available in website is also downloaded and incorporated

Quotations shall be submitted to the address mentioned below on or before 14:30 hrs. **(Indian Standard Time) on 16.03.2023** on all working days, duly written on the cover of envelop as **“RFQ Ref. No.**

3. **Quotation for the supply of Furniture & Fixtures”.**

AAO
Central Purchase Section (NAHEP)
ICAR-IASRI
Library Avenue, Pusa,
New Delhi-110012
Email: anshu.bharadwaj@icar.gov.in

The Quotations will be opened (at the same address of quotation submission) on **16.03.2023 at 15:00 hrs.** Late submission of Quotations will not be considered and treated as rejected.

4. If the Purchaser’s office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time and venue.
5. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to postal or any other reasons whatsoever. A Bidder requiring any clarification of the RFQ Document may visit the office of the Purchaser at the address mentioned at para 4 above or by email.

RFQ No: 36(36)/2022-23/CPS

Date: 10.03.2023

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
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 www.tenders.tn.gov.in portal for information of all Bidders. Bidders should check on the portal, for any amendments to the terms and conditions.
3. The Quotation shall comprise the following:
 - (a) Letter of Quotation;
 - (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 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - (e) Performance Statement¹ 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) Price Schedule (using the Schedule with the RFQ document)

4. 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.
- (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. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes

¹ Purchaser may delete this requirement in case of simple and regular off the shelf items.

- 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.

5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer

6. **Qualification of the Bidder:**

S.No.	Description	Minimum Document required
1	Name of the Firm/Agency Registered (Proprietary/Limited firm/Pvt. Ltd.)	Copy of Registration from any Government authority.
2	Should have satisfactorily completed at least one similar work of value not less than Rs. 5,00,000/- in the last three years.	Copy of work order/delivery /completion certificate.
3	Income tax Return & Copies of balance sheet duly certified by the Chartered Accountants clearly indicating annual turnover of the firm	IT Return & Certified Balance Sheet for last three years
4	PAN/TIN/GST registration certificate	Copies of PAN,TIN,GST

7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 30 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.

9. **Quotation Submission:** The complete Quotation as mentioned in para 3 above, shall be filled, signed and submitted along with the Price Schedules that shall be furnished using the Forms available in this document.

10. **Opening and Evaluation of Quotations:** The Quotations will be opened and Brief of quotation opened will be uploaded on www.nahp.icar.org.in. The evaluation of the quotations are:

- (a) The Purchaser shall examine the quotation to determine whether the quotation, a) has been properly signed b) meets the eligibility criteria (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 substantially responsive to the RFQ document and meet all Qualification Criteria shall qualify.
- (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.

11. **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.
- (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 within 60 days after delivery, installation and commissioning of the goods and acceptance certificate issued by the purchaser. 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 actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
 - (d) Warranty/Guarantee: 01 (one) year from the date of commissioning shall be applicable to the supplied goods.

Quotation Forms

Letter of Quotation

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-IASRI - ND-255808-GO-RFQ

Our Reference: No..... Dated.....

To:

ICAR-IASRI

Library Avenue, Pusa,

New Delhi-110012

Subject: Supply of.....Furniture and fixtures

Sir,

1. We, the undersigned, hereby submit our Quotation. 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) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation ***[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];***
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*
- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
- (f) **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.
- (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.

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]*

FORMAT OF QUOTATION

Sr no	Item name	Dimension (Sq. Ft)	Qty	Amount
01	Ten Seater Office Sofa Set		01	
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03	Office Chair Low Back	Leatherette with arms	79	
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05	Computer Table (wooden)	4 feet x 3 feet	06	
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07	Office Table (wooden)	4 feet x 2.6 feet	01	
08	Office Table (Wooden)	4.6 feet x 3 feet	02	
09	Reception Office Table (wooden)	6 feet x 3.9 feet	01	
			Cost	
			GST	
			Total	

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 actuals 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 Rs.(Amount in figures) (Rs... amount in words) 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.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT*

Proforma for Performance Statement (for a period of last 3 years)

RFQ No.

Date of opening 16.03.2023 Time 15:00 Hours

Name of the Bidder _____

<u>Order placed by (full address of Purchaser)</u>	<u>Order No. and date</u>	<u>Description and quantity of ordered Goods/ equipment</u>	<u>Value of order</u>	<u>Date of completion of delivery</u>		<u>In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)</u>
				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 3.

Signature and seal of the Bidder

Purchaser's Requirement

LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

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 <i>[to be provided by the Bidder]</i>
1	2	3	4	5	6	7
01	Procurement of furniture and fixture			ICAR-IASRI Library Avenue, Pusa, New Delhi - 110012	Delivery within 30 days from date of Contract & after delivery, 30 days for installation and commission	

Signature and seal of the Bidder

Note:

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

For Furniture and fixture

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]

”]

ATTACHMENT

OFFICE OF
.....

PURCHASE/SUPPLY ORDER

To:

M/s

.....
.....
.....
.....

Dear Sirs,

Sub: Supply of

.....

Ref: Request for Quotation no..... dated

1. Your quotation no..... of(Date) for the supply of **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sr no	Item name	Dimension (Sq. Ft)	Qty	Amount
01	Ten Seater Office Sofa Set		01	
02	2 Seater Office Sofa Set		02	
03	Office Chair Low Back	Leatherette with arms	79	
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07	Office Table (wooden)	4 feet x 2.6 feet	01	
08	Office Table (Wooden)	4.6 feet x 3 feet	02	
09	Reception Office Table (wooden)	6 feet x 3.9 feet	01	
			Cost	
			GST	
			Total	

*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period:days from the date of issue of this supply order.
3. Place of delivery ...ICAR-IASRI Library Avenue, Pusa, New Delhi 110012.....
4. Consignee Address:
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
7. Payment shall be made on delivery or within 7 days of delivery; and acceptance of the goods/equipment.
8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation.....

Modify as appropriate for individual cases