

E-5

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

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

APRIL 2018

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ/Shopping Procedures
E-Procurement Notice

Purchaser: *[insert the name of the Purchaser's agency]*

Contract title: *[insert the name of the contract]*

RFQ No: *[insert RFQ reference number from Procurement Plan]*

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

Applicable Procurement Regulations Date: *[insert date]*

- The Government of India has received financing from the World Bank in various currencies towards the cost of the _____ Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The *[insert name of implementing agency]* invites quotations electronically from eligible bidders for the following goods.

Sl. No.	Brief Description of the Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1						
2						
3						
4						
..						

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

- The Bidders may submit Quotations for any or all items. *[Purchaser should select one of the two options. Where evaluation is to be done for all items together, select 'all items', otherwise select 'any items']*
- This e-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 e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website..... *[Implementing agency should insert the URL of the website]*. The bidders would be required to register in the website which is free of cost.
- For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India for issuing DSC. Bidders can see the list of licensed CA's from the link

(www.cca.gov.in). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website:
..... *[Purchaser should insert the URL of the website.]*

5. Quotations shall be submitted on..... *(insert URL of the e-Procurement portal/website)* on or before.....hours on..... *(date)*. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The Quotations will be opened online on *(date)* at..... hours¹, this can also be viewed by the bidders online. The electronic summary of quotation opening will be generated and uploaded online.
6. 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.
7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online or may visit the office of the Purchaser at the address given below.

[Insert name of office]

[Insert name of officer and title]

[Insert postal address and/or street address, postal code, city and country]

[Insert telephone number, country and city codes]

[Insert facsimile number, country and city codes]

[Insert email address]

[Insert web site address]

¹ Should be the same as for the deadline for receipt of quotations or promptly thereafter.

RFQ No:

Date:

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 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. 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 Statement² 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 uploaded with the RFQ document) wherein the rates shall be entered online.

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. Corrections, if any, can be carried out by editing the information before electronic submission.

² Purchaser may delete this requirement in case of simple and regular off the shelf items.

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- 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 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 [*purchaser to specify what documents should be submitted by the bidders.*].
6. **Qualification of the Bidder:** (a) Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 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) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.
7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 15 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 Letter of Quotation shall be filled, signed and scanned copies shall be uploaded along with the Price Schedules 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.
10. **Online Opening and Evaluation of Quotations:** 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 will be generated and uploaded online.
- (a) The Purchaser shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (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 immediately/or within 7 days after delivery of the goods. *(Choose one of the two options)*. 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) Normal commercial warranty/ guarantee 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.: *[insert identification]*

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

To:
(Purchaser's name and address)

Subject: Supply of.....

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 15 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

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate ³ at destination in Rs.	⁴ GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties		
							In Figures	In Words	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
	TOTAL including all taxes and duties								

³ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

⁴ Indicate each applicable tax separately.

Note: Evaluation shall be done for *each item separately* **OR** for all items together [Purchaser to insert one of the two options and delete the other. Information given here should be in consonance with the same information given in the RFQ and in Clause 13]

** 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 _____

Time _____ 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 4.

Signature and seal of the Bidder

Purchaser's Requirement

1. 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
<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>

Note:

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

2. 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]

”]

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:

Serial . No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST *	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			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
- 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