

**Quotation/Bid Document for
supply of Ration, Vegetables, Fruits, Dairy Products, other eatable items, Sanitary items
and services like Laundry work, hiring of taxis and photography of Trainees.**

A. BACKGROUND

Panchayati Raj training Institute of the Department of Panchayati raj, Himachal Pradesh is the State level Training Institute. This Institute is situated at a place known Craigneno near Mashobra. The mandate of this Institute is to impart trainings to the elected representatives and functionaries of Panchayati Raj Institutions as well as Officers and officials of Rural development & Panchayati Raj Department and line departments. In addition, it also organises seminars, workshops and TOTs. This Institute has Administrative Block, Hostel and Guest House.

B. SCOPE OF WORK

1. Supply of Ration, Vegetables, Fruits, Dairy Products, other eatable items on day to day requirement for providing Boarding facilities to the Trainees/Participants.
2. Supply of sanitary items for the Office, Hostel etc. as per requirement.
3. Providing of Transportation facilities to the Faculties, Resource persons and Participants i.e., by hiring taxis etc..
4. Laundry facilities for cleaning of Linen and other items in hostel, Guest House, Office such as Pillow/quilt covers, bed sheets, blankets, curtains, towels etc.
5. Still Photography and videography of Trainees/participants.

C. DELIVERABLE AND TIMELINES

1. For Supply of Ration and conditions along with list of items to be supplied are at **Annexure-A.**
2. For Supply of Vegetables & Fruits and conditions along with list of items to be supplied are at **Annexure-B.**
3. For Supply of Dairy Products, sweets etc. and conditions along with list of items to be supplied are at **Annexure-C.**
4. For Supply of sanitary items and conditions along with list of items to be supplied are at **Annexure-D.**
5. For providing Laundry services terms and conditions along with list of type of linen etc. are at **Annexure-E.**
6. For providing transportation facilities (Hiring of taxis) terms and conditions along with list of destination for which such facility will be required are at **Annexure-F.**
7. For providing Still Photography and videography facilities along with list of type of work etc. are at **Annexure-G.**

D. TERMS OF PAYMENTS

The payment to the selected bidder/firm, on account of procurement/purchase of above items and for providing above services shall be made on receipt of Bill drawn in the name of the Member Secretary, H.P. Panchayati Raj Training and Capacity Building Society, Mashobra(Craigneno) Shimla-171007, will be made within fortnight from the date of receipt of Bill. The payment shall be released through RTGS/NEFT after deduction of TDS at the applicable rates.

E. REQUIREMENTS OF SERVICE PROVIDER

Given below are the requirements of the Service Provider

1. Bidder is required to submit a copy of his PAN/TIN Number.
2. Bidder is required to submit his Bank Account details for making on line payments.

F. BIDDING PROCESS

1. The Quotation/Bid Document along with the terms and conditions can be obtained from the office of the Member Secretary, Himachal Pradesh Panchayati Raj Training & Capacity Building Society, Mashobra, Shimla-171007 on cash payment of Rs.100/- on any working day on or before 30th March, 2017 between 11.00 AM to 4.00 PM. Bids complete in all respect must be submitted in the office of the Member Secretary, Himachal Pradesh Panchayati Raj Training & Capacity Building Society, Mashobra, Shimla-171007 up to 12.00 noon on 31st March, 2017. The bids shall be opened on the same day at 2.00 PM.
2. The Quotation/Bid Document along with terms and conditions can also be downloaded from our website hpprtim.nic.in, such bidder shall be required to pay the cost of bid Document in the form of demand draft in favour the Member Secretary, Himachal Pradesh Panchayati Raj Training & Capacity Building Society, Mashobra, Shimla-171007 along with their bid.
3. Following documents are essential and must be submitted as part of the Bid:-
 - (a) Form of rates quoted (duly signed) in token of acceptance of Terms & Conditions mentioned herein;
 - (b) Cost of bid document;
 - (c) Earnest Money Deposit (EMD) in the shape of FDR duly pledged in favour of the Member Secretary, Himachal Pradesh Panchayati Raj Training & Capacity Building Society, Mashobra, Shimla-171007 and all other documents as required.
4. The EMD of the unsuccessful bidder will be refunded after finalization of the bids through post or the concerned party can also collect such EMD in person from the office.

G. TERMS OF CONDITIONS

Following are the terms and conditions of submission of Bids-

1. The bidder should quote total cost both in words and figures.
2. All documents submitted by the bidder will be treated as confidential and will not be returned to the bidder.
3. No application shall be entertained after 12 noon 31st March, 2017.
4. It is solely the right of the Himachal Pradesh Panchayati Raj Training & Capacity Building Society to accept or reject any bid application without assigning the reason thereof.
5. The rates so quoted shall be inclusive of all taxes, charges and statutory levies, whatsoever applicable.
6. All disputes in connection with the execution of contract shall be settled under the provisions of Arbitrations and Conciliation Act, 1996 and other relevant rules of the Government framed from time to time. The Member Secretary, Himachal Pradesh Panchayati Raj Training & Capacity Building Society, Mashobra, Shimla-171007 shall be the sole Arbitrator and the arbitration proceedings shall take place at Shimla only. All legal disputes lie within the jurisdiction of Shimla only.
7. The bid without necessary documents shall be rejected straightway.
8. It shall be noted that any further changes in the Quotation/Bid document/terms and conditions shall be intimated/published/uploaded only through website of the Panchayati Raj Training Institute, Mashobra. Hence, bidders are requested to go through the website prior to submission of their bids.
9. All the pages of the bid should be sequentially numbered and signed by the owner of the firm or his Authorized signatory.
10. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference. In no case the successful bidder shall engage any sub contractor or transfer the contract to any third party.
11. In case of non compliance/non-performance of the services according to the terms of the contract, the Member Secretary, Himachal Pradesh Panchayati Raj Training & Capacity Building Society, Mashobra, Shimla shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.