



# HIMACHAL PRADESH HORTICULTURE DEVELOPMENT PROJECT

(Govt. of Himachal Pradesh)

Dyerton Bizhub, Talland Bypass, Shimla-171001

Telephone: 0091-177- 2674935, 2674937, 2674465, 2674936 (Telefax)

E-mail: [hdp-pd-hp@gov.in](mailto:hdp-pd-hp@gov.in)

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## REQUEST FOR QUOTATIONS

### Procurement of Goods under RFQ/Shopping Procedures

#### **E-Procurement Notice**

*(Two-Envelope with e-Procurement Bidding Process)*

<b>Purchaser:</b>	Himachal Pradesh Horticulture Development Project
<b>Contract title:</b>	Total Station on Board Software, Post Processing Software and accessories
<b>RFQ No:</b>	<i>HPHDP/Equip Purchase/2019/Total Station</i>
<b>Date:</b>	07/09/2019
<b>Applicable Procurement Guidelines/Regulations Date:</b>	July 2014

**Date of online publication: - 7<sup>th</sup> Sep, 2019**

**Document Download start and end date: - 7<sup>th</sup> Sep, 2019 to 28<sup>th</sup> Sep, 2019**

**Bid submission start and end date: - 16<sup>th</sup> Sep, 2019 to 27<sup>th</sup> Sep, 2019 till 2:00 PM**

**Date of Technical Bid opening will be 27<sup>th</sup> Sep, 2019 at 3:00 PM, evaluation of Technical Bid Opening and Financial Bid Opening will be accordingly.**

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the Himachal Pradesh Horticulture Development Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Himachal Pradesh Horticulture Development Project 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	Total Station with Controller on Board software	1. Total Station Specifications (Annexure-1)  2. Schedule of Quantities (Annexure-2)	As per Annexure-2	45 Days	Shimla	As mentioned in Annexure-1

2. The Bidders may submit Quotations for all items.
3. 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 <https://www.hptenders.gov.in>. The bidders would be required to register in the website which is free of cost.
4. 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](http://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: <https://www.hptenders.gov.in>.
5. Quotations, both Technical Part and Financial Part shall be submitted on <https://www.hptenders.gov.in> on or before 28/09/2019 at 14:00 hours. 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 'Technical Part' of the Quotations will be opened online on or before 28/09/2019 at 15:00 hours, this can also be viewed by the bidders online. The electronic summary of quotation opening of technical part 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 'Technical Part' of the Quotations will be opened on the next working day at the same time. 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.
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.

**O/o Himachal Pradesh Horticulture Development Project**  
**Dyerton BizHub, Talland Bypass, Shimla-171001**  
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RFQ No: HPHDP/Equip Purchase/2019/Total Station

Date: 06/09/2019

## Terms and Conditions

1. **Eligibility:**
  - The Bidder should be Authorized Distributor/Dealer /Authorized Business partner/Importer of Original Equipment Manufacturer.
  - The Bidder should have supplied and installed in the last Five years from the date of Bid Opening at least 50 number of equipments/models meeting major specification parameters and the same are functioning satisfactorily in India. (Attach documents for confirmation.).
  - The Bidder should have a Turnover of Minimum 3 Crores in each of the last three years from the sale/supply of the above related Survey Equipments.
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:**
  - (a) Letter of Quotation – Technical Part;
  - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
  - (c) Technical Specifications: (as per Annexure-1) confirmation that the offered Goods and Related Services conform to the required specifications; *Technical Brochures of the products (s) should either be enclosed with the quotation or internet link address be mentioned to verify the authenticity of model and specifications*
  - (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
  - (e) 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)

- (f) 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) Letter of Quotation - Financial Part
- (b) Schedule of Quantity (as per Annexure 2) (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 as described in the Schedule of quantities at Annexure -2. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable shall be included in the total price.
- c) GST in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be valid for minimum 90 days.
- e) The Prices shall include training and installation charges and should be quoted in Indian Rupees only.
- f) The bidder should also clarify about the support, maintenance upgrades and updates of the software

**7. Conformity of Goods:**

The Bidder shall enclose furnish as part of the Technical Part of Quotation by conforming to the minimum required specification provided in Annexure-1 *Technical Specifications of Total Station*” and attaching the requisite copy(s) of the Dealership/Distributorship Certificate/Authorization of the OEM for quoting the rates. Quotations without such document will not be considered responsive

**8. Qualification of the Bidder:**

- The Bidder should be Authorized Distributor/Dealer /Authorized Business partner/Importer of Original Equipment Manufacturer.
- The Bidder should have supplied and installed in the last Five years from the date of Bid Opening at least 50 number of equipments/models meeting major specification parameters and the same are functioning satisfactorily in India. (Attach documents for confirmation.).

- The Bidder should have a Turnover of Minimum 3 Crores in each of the last three years from the sale/supply of the above related Survey Equipments.

**9. Validity of Quotation:** Quotation shall remain valid for a period not less than 90 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.

**11. Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part and Annexures 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.

**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.

- (a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); 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 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.
- (c) 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.
- (d) 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.

**13. 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 Letter of Quotation – Financial Part and 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 separately for each item.
- (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.

#### **14 Performance Bank Guarantee**

Within twenty-one (21) days of the receipt of notification of award from the Purchaser, the successful Bidder, shall submit 5% Performance Security in the shape of Bank Guarantee issued by Nationalized Bank located in Himachal Pradesh or endorsed by the branch of that bank located in Himachal Pradesh or pledged FDR in the name of Project Director, HP Horticulture Development Project, for a period of 13 months from the date of satisfactory installation of the equipment/software and completion of training. Failure of the successful Bidder to submit the above mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award.

**15 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) Payments shall be released as under:  
80% payment shall be released after satisfactory supply and installation of equipments.  
20% payment shall be released immediately satisfactory completion of training as per training requirements
- (d) The rates should be quoted only for renowned Original Equipment Manufacturers (OEM) and should be inclusive of installation and training charges.
- (e) The Equipment and Accessories should be of the same OEM Make. The quotes with different make and models will not be considered as responsive.
- (f) The Equipment and software(s) i.e. the Total Station, Processing Software, On Board Field Software and Accessories should be of the same OEM

Make. The quotes with different make and models will not be considered as responsive.

- (g) The bidder shall ensure continued supply of the spare parts for the supplied equipment for 10 years or the rated life of the equipment, whichever is higher from the date of installation and in case of the imported equipments the bidder will submit certificate of assurance from the
- (h) Original Equipment Manufacturer that it will continue to support the bidder in maintenance of the supplied equipment for spares and software and the OEM will arrange for an alternative arrangement of maintenance if the present bidder opts out or is no more a business partner of the OEM during the above mentioned period.
- (i) The bidder should also clarify about the support, maintenance upgrades and updates of the software and should quote the AMC charges after the warranty period.
- (j) Technical Brochures of the products (s) should either be enclosed with the quotation or internet link address be mentioned to verify the authenticity of
- (k) Warranty: Minimum 1 year Onsite after satisfactory installation.
- (l) The bidder should enclose copy(s) of the Dealership/Distributorship Certificate/Authorization of the OEM for quoting the rates. Quotations without such document will not be considered responsive.

# **Quotation Forms**



## 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.: *[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 two parts, namely:

- (a) Technical Part; as per Annexure-1
- (b) Financial Part ; as per Annexure-2

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 90 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]*

# Letter of Quotation–Financial 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.: *[insert identification]*

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

To:

(Purchaser's name and address)

Subject: Supply of.....(as per Annexure 2 of RFQ)

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part we make the following additional declarations:
  - (a) Our Quotation shall be valid for the period of 90 days from the deadline fixed for the Quotation submission;
  - (b) The total price of our Quotation, including any unconditional discounts offered is:  
Total price of the Quotation **(as given in Annexure-2)** *[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];*
  - (c) **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."]*

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]*

## Annexure-1

**TECHNICAL SPECIFICATIONS (Total Station)**  
*(To be submitted on the letter head of the bidder)*

<b>S. No.</b>	<b>Features</b>	<b>Minimum required Specification</b>	<b>Offered Specifications</b>	<b>Deviation (Y/N) with Justification / comments</b>
<b>1</b>	<b>Telescope:</b>			
	(i) Magnification	<b>30 X</b>		
	(ii) Image	<b>Erect</b>		
	(iii) Field of view	1° 30' Minimum		
	(iv) Minimum focusing distance	1.7 m or less		
<b>2</b>	<b>Angle Measurement:</b>			
	Standard deviation for Horizontal & Vertical angle (Angular Accuracy as per DIN 17123-3)	2" or better		
	Least Count	0.1 sec or better		
<b>3</b>	<b>Compensator:</b>			
	Type	Electronic, Dual-axis or better		
<b>4</b>	<b>Distance Measurement:</b>			
	(i) With Reflector			
	(a) Single Round Prism	3500 m or more		
	(b) Least Count	0.1 mm or better		
	(ii) Without Reflector Range	1000 m or more		
	(iii) Accuracy	+/- (1mm + 2ppm) (With Reflector) or better +/- (4mm + 2ppm) (Without Reflector) or better		
<b>5</b>	<b>Plummet for Centering:</b>			

	Centering device	Laser Plummet		
<b>6</b>	<b>Motion Drives</b>			
	(Horizontal & Vertical Knobs)	Endless Friction Drives.		
<b>7</b>	<b>Data Storage:</b>			
	Memory	1 GB or more for data storage (Internal Memory), SD Card/ USB Pen drive		
	Communication	Bluetooth		
<b>8</b>	<b>On Board Software</b>	Windows CE 6.0 Based or better. Should have on board programs for orientation & Surveying, height transfer, Remote Height, Offset Stake out, area & volume calculation, area subdivision, visible layout, map, traverse and its adjustments, feature coding, should display the point, lines or polygon surveyed in the field, it should also provide direct output as dxf. File.		
<b>9</b>	<b>Battery:</b>			
	(a) Type	Lithium-ion batteries.		
	(b) Operating time	8 hours or more		
<b>10</b>	<b>On board Display &amp; Keyboard</b>	Display should be colored sun readable display with touch screen & alphanumeric hard Keyboard		
<b>11</b>	<b>Import and Export</b>	Can Import and Export CSV, CAD, Land XML and Shapefile		
<b>12</b>	<b>Environmental Specifications:</b>			
	Working temperature Range	- 20° C to + 50° C or better		

<b>13</b>	<b>Graphical Display</b>	To adjust the levels		
<b>14</b>	<b>Rotation &amp; Locking Speed</b>	100° /sec		
<b>15</b>	<b>Weight</b>	Less than or equal to 6.5 Kg.		
<b>16</b>	<b>Measuring time with/without Prism</b>	2.0sec/5.0 sec or better.		
<b>17</b>	<b>Dust/Water Rating</b>	IP55 or better		
<b>18</b>	<b>Warranty</b>	Local Supplier to provide warranty of duration at least equal to the warranty duration provided by the manufacturer. Warranted duration to be stated please on quote.		

*Note: In case the offered product has additional features than the same may be shown separately*

**Training Requirement: -**

1. Bidders need to provide training to the engineering staff on different aspects of surveying equipments total station, GNSS receivers and surveying software, this training will be of 3 days' duration.
2. One-day field training in one of the cluster selected under Himachal Pradesh Horticulture Development Project.
3. Trainees will be surveyors, CAD Operators, Junior Engineers, Assistant Engineers.
4. Successful bidder is required to provide training free of cost.

**Signature of Bidder**  
(With stamp)

**Annexure - 2****Schedule of Quantities***(To be submitted on the letter head of the Bidder)*

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price INR</b>	<b>Total INR</b>
1	Total Station: with on board software with anti-reflective screen protectors, one battery and one prism	3		
2	Accessory: Case for total station with shoulder strap	3		
3	Accessory: Heavy duty tripod, with telescopic leg, with good torsional stability (Twist-proof), wood or fiberglass and suitable for total station.	3		
4	Accessory: Tribrach with optical plummet or with laser	3		
5	Accessory: Single prism with holder and target plate	3		
6	Accessory: Telescopic pole for prism	3		
7	Accessory: Thumb release Bipod for prism pole	6		
8	Accessory: Spare stylus for total station	3		
9	Accessory: Spare battery for total station	3		
10	Accessory: Battery charger	3		
			<b>Total INR</b>	
			<b>GST INR</b>	
			<b>Grand Total INR</b>	
<b>Grand Total INR in words:</b>				

**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*

**CERTIFICATION**

We agree to supply/install the above goods in accordance with the technical specifications for the prices indicated against each item within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of one year shall apply to the offered goods.

We have submitted the quotation along with technical brochures/Internet link of technical details of the product(s) offered.

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***(With stamp)*