

**E-5**

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

***05/TNIAMP/HORTI/PTK-D/GOODS/PHASE-I-3/2024-25***

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

**November - 2024  
Deputy Director of Horticulture  
Dharmapuri**



5. Quotations shall be submitted to Deputy Director of Horticulture, Dharmapuri on or before 13 hours on 06.12.2024. The Quotations will be opened (at the same address of quotation submission) on 06.12.2024 at 15.30 hours<sup>1</sup>.
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 and venue.
7. 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 given below.

O/o Deputy Director of Horticulture,  
Mrs. A. G. Fatima, Deputy Director of Horticulture,  
Collectorate campus, Dharmapuri – 636 705  
04342-232226  
[ddhdharmapuri@yahoo.com](mailto:ddhdharmapuri@yahoo.com)

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<sup>1</sup>Should be the same as for the deadline for receipt of quotations or promptly thereafter.



- 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) at least 100% quantity during the previous financial years.
  - b) Bidder should possess a valid license permission issued by the competent authority.
  - c) The average annual turnover of the bidder calculated during the last three financial years should be minimum of five crores per annum.
  - d) The bidder should possess previous financial years participation in tenders for supply of similar items and should have been a successful tenderer and made 100 percent supplies.  
The quotation shall comprise of Evidence establishing Bidder's qualifications to perform the contract, if its quotation is accepted. The bidder should submit the performance statement of supplies of similar goods made during the previous financial year in the prescribed format.
  - e) Details of supplies made during the previous financial years shall be submitted in the specified Proforma.
  - f) 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 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 on the specified date, time and place.
- (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 15 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 actual 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.

  
Deputy Director of Horticulture  
DHARMAPURI-5

  
15/11/24