



Uttarakhand Gramya Vikas Samiti
Rural Enterprise Acceleration Project (REAP)

Request for Quotations - Goods

for

Computer, Printer & UPS.

Ref No: *RFQ/Dehradun/2025-26/01*

Date:

Foreword

This Request for Quotations (RFQ) document has been prepared by *Uttarakhand Gramiya Vikas Samiti* and is based on the standard procurement document for requests for quotations issued by IFAD on www.ifad.org/project-procurement. This RFQ document is to be used for the procurement of works using shopping as procurement method in projects financed in whole or in part by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

REQUEST FOR QUOTATIONS

Reference Number: RFQ/Dehradun/2025-26/001

Title: Computer, Printer & UPS at CLF's Level, Distt. Dehradun

Addressed to:

M/S.....

.....

.....

1. The **Uttarakhand Gramya Vikas Samiti through Government of Uttarakhand** has received financing from the International Fund for Agricultural Development ("the Fund" or "IFAD") towards the cost of **Rural Enterprises Acceleration Project –REAP** ("the client" or "procuring entity") and intends to apply part of this financing to the works for which this Request for Quotations (RFQ) is issued.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with **Rural Enterprises Acceleration Project –REAP**

2. This procurement is based on the shopping method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.
3. The offer or shall not have any actual, potential or reasonably perceived conflict of interest. An offer or with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. An offeror, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the evaluation process and the execution of the contract, b) participates in more than one quotation under this procurement action, c) has a business or family relationship with a member of the employer's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this bidding document, (ii) the selection process for this procurement, or (iii) execution of the contract. An offeror and the contractor have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the quotation, the evaluation process or the Work order execution. Failure to properly disclose any of said situations in a promptly manner may lead to appropriate actions, including the disqualification of the offer or, the termination of the

Work order and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations¹.

4. All offerors are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") while competing for, or in executing, the contract.
- a) If determined that a offer or or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter's personnel or agents, has, directly or indirectly, engaged in any of the Prohibited Practices as defined in IFAD's Anticorruption Policy or sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse² in competing for, or in executing, the contract, the quotation may be rejected or the Work order may be terminated by the employer.
 - b) In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, contractor, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the International Financial Institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
 - c) Offerors and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, contractors, sub-suppliers, and the latter's personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the Work order and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d) Offerors have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Offer ors must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the quotation or termination of the contract.
 - e) Offerors shall keep all records and documents, including electronic records, relating to this bidding process available for a minimum of three (3) years after notification of

¹ The policy is accessible at: www.ifad.org/anticorruption_policy.

² The policy is accessible at: <https://www.ifad.org/en/document-detail/asset/40738506>.

completion of the process or, in case the offeror is awarded the contract, execution of the contract.

5. The Fund requires that all beneficiaries of IFAD Funding or funds administered by IFAD, including the employer, any offerors, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.³
6. You are invited to submit your price quotation for the goods as described in Annexure -1 of this RFQ. Annex-2 presents the Purchase order agreement form and Annex-3 presents the conditions of purchase order applicable to this RFQ. and Annexure -4 self-Certification Form
7. Your quotation in the required format should be addressed to:
District Project Management Unit- REAP
Attn: District Project Manager, REAP-Dehradun
Vikas Bhawan, Survey Chowk,
Dehradun (Uttarakhand)
Pin 248001
Tel: 9760566977
E-mail: reapdehradun@ugvs.org
8. Your complete quotation shall consist of the following documents:
 - a) A copy of your firm's incorporation and classification/registration with the relevant business licensing authority/ Copy of GST Registration Certificate.
 - b) Priced bill of quantities/ schedule of requirements (Annex-1) including FOR.
 - c) Technical and other documentation confirming compliance with Annexes-2, 3 and 4.
 - d) Copy of PAN Card.
 - e) Catalog.
9. The deadline for submission/receipt of your quotation is: 29-08-2025 **02:00 PM**.
10. Quotations must be submitted in a sealed envelope by the deadline and to the address stated above **in physical and by post**.
11. Offerors must quote for all the items of the works. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed to be not included in the quotation and the quotation shall be rejected as incomplete.
12. **Evaluation:** The employer shall award the Work order to the offer or whose offer has been determined to be the lowest priced offer as well as being substantially responsive to the requirements of the request for quotation (RFQ), provided further that the offer or is determined to be qualified to perform the Work order satisfactorily in accordance with information requested above.

³ The policy is accessible at: <https://www.ifad.org/en/document-detail/asset/41942012>.

13. **Prices:** Prices shall be in **INR (Indian Rupees)** Prices quoted in currencies other than Indian Rupee will be evaluated after converting the currency into Indian Rupee at the exchange rate prevailing at Indian foreign exchange market on the date of the deadline of bid submission.
14. **Payment:** Payment will be made in full within 30 days of the contractor's submission of each interim payment request against the work successfully completed during the interim period.
15. **Delivery:** The Items shall be delivered within 15 days from the date of Work order.
16. **Quotation Validity:** Your quotation must be valid for a period of **60 days** from the date of the deadline for submission of your quotation.
17. **Performance Security:** NA

Yours sincerely,

Sd
District Project Manager, Dehradun
District Project Management Unit
UGVS- REAP Dehradun

Annex 1 Schedule of Requirements

All specifications are stated in **minimum terms**, except where ranges, approximations, maximum levels or exactitudes are stated.

S. No.	Description and Specifications		Quantity	Delivery Period/Place (expressed in form of number of days following Purchase Order signature)	Brand/ Model/ Company Name	Price (Rs.) Including GST.
1	Parameters	Entry Level Desktop (All in One)	18	15 Day with sig. purchase order. Delivery Palace- District Project Management Unit- REAP Dehradun Vikas Bhawan, Survey Chowk, Dehradun (Uttarakhand)		
2	Processor Make	Intel Core i5 13 th Gen or higer				
3	Generation	13 th Gen or higer				
4	CPU Architecture	X64				
5	Speed (Min Base Freq)	2.2 Ghz or Higher				
6	Max boost clock freq	4.10 Ghz or Higher				
7	CPU Cores	Min 4				
8	CPU Threads	Min 8				
9	Cache	12 GB DDR4 or Higher				
10	RAM	8 GB DDR4 OR Higher				
11	RAM Slots	Expandable upto 32 GB				
12	ROM/HDD	Minimum 2 DIMM RAM Slot or higher/ 256 GB SSD/1 tb Sata HDD				
13	Chipset/ Motherboard	Intel 600 Serier or Higher				
14	Display Size	23.8* or higher FHD				
15	Display Type	Interratede graphics processor capable or full HD resolution 19929x1080 or higher				
16	Connectivity	10/100/1000 on board integrated gigabit port & on board wifi 800.11 bgn/ac+Bluetooth 5.0 or higher				

17	Keyboard	Wired USB of same make as desktop OEM				
18	Mouse	Wired USB of same make as desktop OEM				
19	Factory preloaded OS	Window 11 Professional 64 bit OS				
20	Warranty	3 year Comprehensive onsite				
	A4 Size Laser Printer-Copier Machine Specifications		18			
1	Print Technology	Laser/Ink tank				
2	Type of Printing	Mono				
3	Type of Machine	Single Function				
4	Print Speed (mono)	18 PPM or higher				
5	Duplex Feature	Optional				
6	Paper Size	A4/Legal				
7	Network Connectivity	Optional				
8	USB Port	Yes				
9	Duty Cycle	Min 5000 per month				
10	RAM	Min 64 MB				
11	Onsite OEM Warranty	Min 3 Yrs.				
12	Wireless Connectivity	Yes				
	UPS		18			
1	UPS	600 va				

Annex 2

Draft Purchase Order

To:

[supplier/contractor/vendor]

Attn:

Street:

Town

Pin Code :

Country:

Tel:

We are pleased to inform you that your quotation reference *[insert reference number]* dated *[insert date]* has been accepted. You will be required to provide goods against the terms contained in this purchase order. This order is placed subject to the attached conditions of Work order for purchase orders, except where modified by the terms stated below.

Specific terms of this purchase order:

1. **Work order sum:** The Work order sum is *[insert amount in words and numbers]*
2. **Completion period:** The work (items) shall be completed within 15 days from the date of issue of this work order.
3. **Warranty:** As per company policy.
4. **Delivery point:** The Items is to be made available at the UGVS-REAP, DPMU Office Vikas Bhawan Survey Chowk Dehradun **Distt. Dehradun.**
5. **Contact person:** Enquiries and documentation should be addressed to **Vikas Bhawan Survey Chowk Dehradun.**
6. **Payment to supplier:** Payment will be made within 30 days from the date of submission of invoice with documents.
7. **Incidental services:** Supplier must provide service ancillary to the supply of the goods, such as installation, commissioning, provision of technical assistance, and training as per requirement.
8. **The performance security – NIL**

**For the Procuring Entity
supplier
(UGVS-REAP)**

Signature:

.....

Date:

Name:

Title:

For the

Signature:

Date:

Name:

Title:

Annex- 3

Conditions of Purchase Orders

1. Definitions

- a) “Goods” means the goods, which the supplier is required to supply to the purchaser under the work order.
- b) “Incidental services” means any service ancillary to the supply of the goods, such as installation, commissioning, provision of technical assistance, and training.
- c) “The purchaser” means the procuring entity that issues this purchase order.
- d) “Supplier” means the natural person or legal person who will supply the goods.
- e) “Bidding documents” means the documents issued by the purchaser for the procurement of the goods.

2. Incidental services:

- 2.1. A supplier shall provide the incidental services indicated in the Work order.

3. Payment

- 3.1. The supplier’s requests for payment shall be in writing and accompanied by an invoice and the required documents.
- 3.2. Payment will be made within 30 days after completion of work to the satisfaction of the purchaser and submission of the invoice.
- 3.3. Payments shall be made in the currency of the purchaser order, unless otherwise stated.

4. Delays in the supplier’s performance

- 4.1. If the supplier foresees or encounters conditions impeding timely delivery of the goods, the supplier shall promptly notify the purchaser in writing of the fact of the actual or foreseen delay, its likely duration and its causes.
- 4.2. No extension of the supplier’s time for performance shall be effective unless the parties amend the contract.

5. Liquidated damages

- 5.1. Subject to above work order (CC clause 18), if the supplier fails to deliver all goods within the period specified in the work order, the purchaser may, without prejudice to other remedies under the order (including termination of the work order), deduct, as liquidated damages, 0.5% from the work

order price for each week of delay or fraction thereof, until delivery of all goods, up to 10% of the work order price.

6. Termination

6.1. Without prejudice to any other remedy for breach of work order, the purchaser may terminate this work order in whole or in part by one month's prior written notice to the supplier:

- a) if the supplier fails to deliver all the goods within the period specified in the work order;
- b) if the supplier fails to perform any other obligation(s) under the work order;
- c) if the supplier or any of its personnel or agents, or its sub-contractors, sub-consultants, suppliers, or any of their agents or personnel, is found to have engaged in prohibited practices as defined in the IFAD Revised Policy on Preventing Fraud and Corruption in Its Operations and Activities⁴ in any IFAD-funded or IFAD-managed activity or operation, including in competing for, or performing its obligations under, the contract;
- d) if the supplier is found to have engaged in acts of Sexual Harassment, Sexual Exploitation and Abuse arise out of or in connection with the performance of the work order;
- e) if the supplier becomes bankrupt or otherwise insolvent;
- f) if at any time the purchaser decides to terminate the Work order for its own convenience; or

6.2. For the purpose of this clause: "corrupt practice" and "fraudulent practice" carries meaning defined in the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations.

6.3. In the event that the purchaser terminates the work order in whole or in part under clause 17.1(a), (b), (c) or (d), the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those that the supplier failed to deliver, provide or perform, and the supplier shall be liable to the purchaser for any excess costs for such similar goods. However, the supplier shall continue its performance of its obligations under the work order to the extent that the work order was not terminated.

6.4. If the Work order is for goods, in the event that the purchaser terminates the Work order in whole or in part under clause 17.1 (e), the goods that are complete and ready for shipment within thirty (30) days after the supplier's receipt of notice of termination shall be accepted by the purchaser at the Work order terms and prices. For the remaining goods, the purchaser may elect:

- a) to have any portion completed and delivered at the Work order terms and prices; and/or
- b) to cancel the remainder and pay to the supplier an agreed amount for partially completed goods and for materials and parts previously procured by the supplier.

7. Force majeure

⁴The policy is accessible at www.ifad.org/anticorruption_policy.

7.1. The purchaser may not deduct the liquidated damages from the Work order price, or terminate the Work order under clause 17.1(a) or (b) if the supplier's delay in the performance of its obligations under the Work order is the result of an event of force majeure.

7.2. For purposes of this clause, "event of force majeure" means an exceptional event or circumstance which satisfies all of the following conditions: (a) such event or circumstance is beyond the control of the supplier, (b) the supplier could not reasonably have provided against such event or circumstance before entering into the contract, (c) such event or circumstance having arisen, the supplier could not reasonably have avoided or overcome such event or circumstance, and (d) the such event or circumstance is not in any way attributable to the supplier. Such events may include, but are not restricted to, acts of the purchaser's country in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

7.3. If an event of force majeure occurs, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the Work order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the event of force majeure.

8. Settlement of disputes

8.1. If any dispute or difference of any kind whatsoever shall arise between the purchaser and the supplier in connection with or arising out of the work order, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

9. Limitation of liability

9.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement as described in CC clause 3,

a) the supplier shall not be liable to the purchaser, whether in work order, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay liquidated damages to the purchaser; and

b) the aggregate liability of the supplier to the purchaser, whether under the work order, in tort or otherwise, shall not exceed the Work order price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

10. Language

10.1. Unless the purchaser agrees otherwise, all documents referred to in the Work order and all communications from supplier to the purchaser shall be in the English language.

11. Applicable law

11.1. The Work order shall be interpreted in accordance with the laws of the purchaser's country.

12. Notices

12.1. Any notice given by one party to the other pursuant to the Work order shall be in writing and delivered to the other party in person or by courier, electronic mail or facsimile, to the other party's address specified in the contract.

12.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

13. Taxes and duties

13.1. The supplier should carefully read the provisions and revenue regulations of the applicable law.

13.2. The supplier shall be entirely responsible for all taxes, customs duties, license fees, and other such levies imposed both inside and outside of the purchaser's country by reason of or in relation to the contract.

13.3. Unless exempt under applicable laws and regulations, the supplier is subject to taxes and contributions for payments under this contract, as may be required under applicable laws and regulations. In no event shall the purchaser be responsible for the payment or reimbursement of any taxes and contributions. In the event that any taxes and contributions are imposed on the supplier, the Work order price shall not be adjusted to account for such taxes and contributions.

14. Performance Security-Nil

15. Prohibition of Fraud and Corruption

20.1 The Supplier shall abide by and perform the Work order in compliance with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy")⁵. Failure to comply with this policy may lead to termination of Work order as set out above at para. 17.1(c).

20.2 In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, permanently or for a stated period of time, to participate in any IFAD-funded or IFAD-managed activity or operation (debarment). The Fund also has the right to recognize debarments by other International Financial Institutions in accordance with its Anticorruption Policy.

20.3 The supplier will take appropriate measures to inform potential sub-contractors, sub-consultants, suppliers, agents and any of its agents or personnel of their obligations under IFAD's Anticorruption Policy and require their compliance with this policy in connection with their involvement in competing for, or executing, this contract.

20.4 The supplier is required to complete and sign the attached self-certification form. In particular, the supplier is obliged to disclose relevant prior sanctions and criminal convictions and any commissions or fees paid or are to be paid to any agents or other party in connection with this procurement process or the execution of the work order.

⁵The policy is accessible at: www.ifad.org/anticorruption_policy.

20.4 The supplier is required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this Work order or the relevant procurement process and to have such accounts, premises, records and documents audited and/or inspected by auditors or investigators appointed by the Fund.

20.5 The supplier shall keep all records and documents, including electronic records, relating to this contract, its execution and/or the corresponding bidding process available for a minimum of three (3) years after completion of the execution of the contract.

16. Prohibition of Sexual Harassment, Sexual Exploitation and Abuse

20.1 The supplier expressly agrees to abide by and to perform the Work order in compliance with IFAD's Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse⁶, which is an integral part of these conditions of Work order for purchase orders. The supplier shall take all appropriate measures to prevent and prohibit sexual harassment and sexual exploitation and abuse on the part of its personnel and subcontractors or anyone else directly or indirectly employed by the supplier or any of its subcontractors in the performance of the contract. The supplier shall immediately report to the purchaser or IFAD any incidents of sexual harassment and sexual exploitation and abuse arising out of or in connection with the performance of the Work order or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The purchaser may take appropriate measures, including the termination of the contract, on the basis of proven acts of sexual harassment, sexual exploitation and abuse arising out of or in connection with the performance of the contract.

⁶The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

Annex 4

Self-Certification Form

This self-certification form is to be completed by the supplier. The supplier shall submit the completed form together with the signed Work order to *[insert name of procuring entity]*. Instructions for completing this form are provided below.

Full legal name of supplier:	
Full legal name of supplier's legal representative and position:	
Full name and number of contract:	
Project with which Work order was signed:	
Country:	
Date:	

I hereby certify that I am the authorized representative of *[name of the supplier]*, as well as that the information provided herein is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this self-certification may result in sanctions and remedies, including the suspension or termination of the Work order between the supplier and the procuring entity, as well as the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including **IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at www.ifad.org/anticorruption_policy) and its **Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse** (accessible at <https://www.ifad.org/en/document-detail/asset/40738506>).

Authorized Signature: _____ Date: _____

Printed Name of Signatory: _____