

Standard Procurement Documents

IFAD
Investing in rural people

Request for Quotations – SERVICES

1st Edition

December 2020

SKUAST-K

Request for Quotations - Services

For

PROVISION OF HOTEL ACCOMODATION SERVICES FOR FIELD STAFF FOR (04) NIGHTS UNDER JKCIP

Ref No: *JKCIP/SKAUST-K/2026-2027/530*

Issue date:18-11-2026

Procurement officer
JKCIP

Dean Fort/Project coordinator
JKCIP SKUAST-K

Associate Prof./
coordinator
JKCIP SKUAST-K

Foreword

This bidding document has been prepared by *SKUAST-K* and is based on the 1st edition of the IFAD-issued standard procurement document governing requests for quotations - goods, available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of goods using shopping as procurement method in projects that are financed by IFAD.

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REQUEST FOR QUOTATIONS

Reference Number: Ref No: *JKCIP/SKAUST-K/2026-27/530*

08-11-2026

PROVISION OF HOTEL ACCOMODATION SERVICES FOR FIELD STAFF FOR (04) NIGHTS UNDER JKCIP

Addressed to:

[Insert name and contact information of bidder/supplier]

1. SKUAST-K has received financing from the International Fund for Agricultural Development ("the Fund" or "IFAD") towards the cost of JKCIP (SKUAST-K), and intends to apply part of this financing to the purchase 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 JKCIP.

2. This procurement is based on the national/international 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 bidder shall not have any actual, potential or reasonably perceived conflict of interest. A bidder with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A bidder, 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 purchaser'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 request for quotation, (ii) the selection process for this procurement, or (iii) execution of the contract. A bidder and the supplier have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during the preparation of the quotation, the evaluation process or the contract execution. Failure to properly disclose any of said situations in a promptly

manner may lead to appropriate actions, including the disqualification of the bidder, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations[1].

4. All bidders 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 bidder 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 in sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse[2] in competing for, or in executing, the contract, the quotation may be rejected or the contract may be terminated by the purchaser.

    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, supplier, 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. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, 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 contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

    d. Bidders 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. Bidders must disclose the name and contact details of the agent or other

[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.

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. Bidders 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 completion of the process or, in case the bidder 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 purchaser, any bidders, 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. SKUAST-K invites you to submit your price quotation in a pro forma invoice format for the services listed in **Annex 1** of this RFQ.

7. Your quotation in the required format should be addressed to:
Nodal Officer,
JKCIP SKUAST-K,
Division of Fruit Science, Srinagar, Shalimar-190025,
J&K, India.

Tel: *6006205805*
E-mail: po@skuastkashmir.ac.in

8. The quotation should be accompanied by:
   a. A copy of your business registration, GST & PAN;
   b. The bidder must be a legally registered hotel or hospitality service provider. Copy of Registration Certificate / Trade License must be attached with quotation.
   c. The bidder must have experience in providing hotel accommodation services to Government departments, PSUs, Universities. Copy of work orders/contracts must be attached
   d. The bidder should not have been blacklisted or debarred by any Government Department, PSU or other Government agency. Self-undertaking on hotel letterhead must be attached.

9. The deadline for receipt of your quotation is *1:00 PM, 24-11-2026*

10. Quotations should be submitted in physical form), by the deadline and to the address stated above.

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

11. Bidders must quote all items in the RFQ. 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 not to be included in the quotation.

12. **Evaluation.** The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest priced quotation and is substantially responsive to the request for quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors;

(a) Delivery schedule. (as per Incoterms 2010) The items are required to be delivered within the time as specified in the delivery schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.

(b) Deviation in payment schedule. Bidders shall state their quoted price for the payment schedule in the payment terms below. Quotations shall be evaluated on the basis of this base price. Bidders requesting payment terms other than those stipulated in clause 10 below shall have their quotations treated as non-responsive.

13. **Prices.** Prices shall be in *INR*. Bids will be in Indian Rupees (INR) only, so currency conversion is not applicable.

14. **Payment.** Payment will be made in full within 30 days after delivery and completion of Services.

15. **Delivery.** Prices should be quoted EXW/CIP *SKUAST-K* in accordance with INCOTERMS 2010. Ex-Works (EXW) applies to national bidders while carriage-and-insurance-paid (CIP) applies to bidders not registered in the purchaser's country.

16. **Delivery Schedule.** The selected hotel/service provider shall provide 14 rooms / accommodation facilities for **field staff participants for a period of four (04) nights**, as per the dates and schedule communicated by JKCIP, SKUAST-K. The rooms shall be ready for occupation before the arrival of the participants and shall remain available throughout the stipulated period.

17. **Warranty.** The hotel/service provider shall ensure the provision of clean, hygienic, safe and well-maintained accommodation in all 14 rooms throughout the four (04) nights of stay. The service provider shall promptly address any complaints or deficiencies in the accommodation facilities and provide suitable alternatives wherever necessary, at no additional cost to JKCIP, SKUAST-K.

18. **Origin.** *NA*.

19. **Brand.** *NA*.

20. **Validity.** Your quotation should be valid for a period of 60 days from the date of your quotation.

21. **Purchase Order**. The purchase order shall be issued by the JKCIP SKUAST-K before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation. The purchase order terms and conditions are attached in annex 2. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser/procuring entity reserves the right to increase or decrease the requested quantities under this RFQ. The maximum increase allowed to be done to the quotation prior to purchase order signature is +15% and the maximum decrease is -15%.

Yours sincerely,

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(Prof. Ashaq H Pandit)
Dean FoH, Project Coordinator
JKCIP SKUAST-K

Shalimar, Srinagar-190025,

Annex 1

Schedule of Requirements

PROVISION OF HOTEL ACCOMODATION SERVICES FOR FIELD STAFF FOR (02) DAYS UNDER JKCIP

No	Description including meal plan	Unit of Measure	Qnty	Rate per room including meal plan
1		*No. of Rooms*		

Annex 2

Draft Purchase Order

To:
[Bidder/Supplier Name]
[Address]
[Contact Person]
[Phone / Email]

Subject: Purchase Order for Provision of Hotel Accommodation for 39 Field Staff Participants for Four (04) nights under JKCIP, SKUAST-K.

Dear Sir/Madam,

With reference to your quotation submitted against the Request for Quotation (RFQ) for provision of hotel accommodation services under JKCIP, SKUAST-K, you are hereby awarded the Purchase Order for providing the following services as per the terms and conditions mentioned below:

S.No.	Description	Meal Plan	Qnty	Unit Rate(Rs.)	Total Amount (Rs.)

1. **Delivery Schedule**
   a) **Delivery Period:** Within **01 days** from the date of issue of this Purchase Order.

2. **Terms and Conditions**

   1. The service provider shall provide 14 rooms with adequate accommodation arrangements for 39 field staff participants for four (04) nights.
   2. All rooms shall be clean, hygienic, properly furnished and ready for occupation before the arrival of participants.
   3. The service provider shall ensure uninterrupted electricity, water supply, attached washrooms and housekeeping facilities throughout the stay.
   4. The service provider shall maintain proper standards of cleanliness, safety and hospitality during the accommodation period.
   5. Any deficiency or complaint regarding accommodation facilities shall be addressed immediately by the service provider without any additional financial liability to JKCIP, SKUAST-K.

6. The service provider shall not charge any amount over and above the approved Purchase Order value.
7. Payment shall be released after satisfactory completion of services, submission of the original invoice/bill and certification by the concerned officer, subject to applicable financial rules.
8. The service provider shall comply with all applicable statutory requirements, including GST and other relevant regulations.

(Prof. Ashaq H Pandit)
Dean FoH, Project Coordinator
JKCIP SKUAST-K

Shalimar, Srinagar-190025,