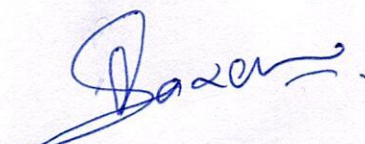
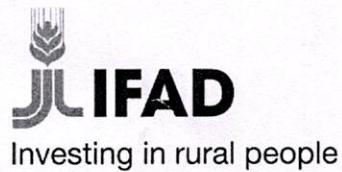


Standard Procurement Documents


chairman
purchase committee


Procurement officer
Jalil SKOPST-K


Project coordinator/
MOD F/S
Thirip SIKWAST-K



Request for Quotations – Services & Goods

1st Edition

December 2020



SKUAST-K

Request for Quotations – Goods & Services

For

MATERIALS REQUIRED FOR ONE-DAY TRAINING PROGRAMME OF FPO LEADERS/D (04 PER FPO FOR 1 DAY AND THREE SESSIONS)/F AND 05 DAYS TRAINING OF FPO STAFF AT SKUAST-K UNDER JKCIP

Ref No: JKCIP/SKUAST-K/2026-2027/153

Issue date: 31-08-2026

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.

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: JKCIP/SKUAST-K/2026-2027/153

31-08-2026

MATERIALS REQUIRED FOR ONE-DAY TRAINING PROGRAMME OF FPO LEADERS/D (04 PER FPO FOR 1 DAY AND THREE SESSIONS)/F AND 05 DAYS TRAINING OF FPO STAFF AT SKUAST-K 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 Operations¹.

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 Abuse² 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 party and the reason, amount and currency of the commission or fee paid or to be paid. Failure

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>.

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 supply of the items listed in **Annex 1** of this RFQ.

7. Your quotation in the required format should be addressed to:

**Prof. Haroon R Naik,
Nodal Officer,
JKCIP SKUAST-K,**

Srinagar, Shalimar-190025,
J&K, India.

Tel: 6006205805

E-mail: directorresearch@skuastkashmir.ac.in
nodalofficerhadpjkcip@skuastkashmir.ac.in

8. The quotation should be accompanied by:

- a. a copy of your business registration, GST, PAN;
- b. Similar experience certificate of conducting same trainings/Supply of Goods & Services form last 03 years;
- c. The bidder/consultant shall submit a self-declaration on its letterhead confirming that it has not been blacklisted, debarred, or suspended by any Government or other statutory authority.

9. The deadline for receipt of your quotation is 5:30 PM, 06-09-2026

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

10. Quotations should be submitted in physical form or by email attachment (in pdf format), by the deadline and to the address stated above.

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 acceptance of goods.

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.** All items should be delivered within 05 days after signature of contract. Bidders must state an exact delivery time in the quotation.

17. **Warranty.** Items offered should be covered by at least 12 months' warranty from the date of delivery to the purchaser/procuring entity. Goods offered shall be new, unused and based on the manufacturer's current and most recent model.

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 JKCIIP *SKUAST-K* before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation. The

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MATERIALS REQUIRED FOR ONE-DAY TRAINING PROGRAMME OF FPO LEADERS/D (04 PER FPO FOR 1 DAY AND THREE SESSIONS)/F AND 05 DAYS TRAINING OF FPO STAFF AT SKUAST-K UNDER JKCIIP

- Ref. No: JKCIIP/SKUAST-K/2026-2027/153

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,

.....
(Prof. Haroon R. Naik)

Nodal Officer

JKCIP SKUAST-K

Shalimar, Srinagar-190025,

Annex 1

Schedule of Requirements

Training of Farmer Producer Organization FPO leaders (01 Day)

Location: Srinagar, Shalimar, SKUAST-K

No	Description and Specifications	Qty	Delivery Period (expressed in form of number of days following Purchase Order signature)	Place of Delivery
1	Stationary Items: Folder	50	Scheduled event days as per purchase order	DOE, Srinagar, Shalimar, SKUAST- K
	Note Pad	50		
	Pen	50		
2	Refreshment items: Working Tea (Twice)	100 persons	Scheduled event days as per purchase order	DOE, Srinagar, Shalimar, SKUAST- K
	Lunch	50 No's		
	Water	50 Bottles		
3	Printing Material: Banners	02 No's	Scheduled event days as per purchase order	DOE, Srinagar, Shalimar, SKUAST- K
	Certificates (Data will be provided by the DoE, JKIP SKUAST-K)	50 No's		
	Flyers/Pamphlets (Data will be provided by the DoE, JKIP SKUAST-K)	50 No's		



Annex 2

Schedule of Requirements

Training of Farmer Producer Organization (FPO) Staff (05 Days)
Location: Srinagar, Shalimar, SKUAST-K

No	Description and Specifications	Qty	Delivery Period (expressed in form of number of days following Purchase Order signature)	Place of Delivery
1	Stationary Items: Folder	10	Scheduled event days as per purchase order	DOE, Srinagar, Shalimar, SKUAST- K
	Note Pad	10		
	Pen	10		
2	Refreshment items: Working Tea (Twice)	100 persons	Scheduled event days as per purchase order	DOE, Srinagar, Shalimar, SKUAST- K
	Breakfast	50 No's		
	Lunch	50 No's		
	Dinner	50 No's		
	Water	100 Bottles		
3	Printing Material: Banners	02 No's	Scheduled event days as per purchase order	DOE, Srinagar, Shalimar, SKUAST- K
	Certificates (Data will be provided by the DoE, JKIP SKUAST-K)	10 No's		
	Flyers/Pamphlets (Data will be provided by the DoE, JKIP SKUAST-K)	10 No's		

Annex 4

Draft Purchase Order

To:

[Bidder/Supplier Name]

[Address]

[Contact Person]

[Phone / Email]

SUBJECT: MATERIALS REQUIRED FOR ONE-DAY TRAINING PROGRAMME OF FPO LEADERS/D (04 PER FPO FOR 1 DAY AND THREE SESSIONS)/F AND 05 DAYS TRAINING OF FPO STAFF AT SKUAST-K UNDER JKCIIP

1. Scope of Services

The supplier shall provide catering services as per the following schedule:

S.No.	Event Location	Date	Participants/ Qty	Services/Goods to be provided

- a) Services include preparation, setup, serving, and cleaning.
- b) All food must meet hygiene and quality standards.
- c) Eco-friendly disposable materials are to be used for serving.

2. Contract Price

Total contract value: **INR [Insert Amount]**

- a) Prices are inclusive of all taxes, transport, staff, and service charges.
- b) Payment will be made as per clause 3 below.

3. Delivery / Service Period

- a) Catering services shall be provided **on the scheduled event day(s)** as per PO.
- b) Supplier shall ensure timely setup, service, and cleaning on each day of the training programme.

4. Terms and Conditions

Eligibility & Compliance:

- a) Supplier must comply with all local laws, licenses, and food safety regulations.

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MATERIALS REQUIRED FOR ONE-DAY TRAINING PROGRAMME OF FPO LEADERS/D (04 PER FPO FOR 1 DAY AND THREE SESSIONS)/F AND 05 DAYS TRAINING OF FPO STAFF AT SKUAST-K UNDER JKCIIP

- Ref. No: JKCIIP/SKUAST-K/2026-2027/153

b) Supplier must provide trained staff.

5. Performance:

- a) Supplier shall maintain **high standards of hygiene, quality, and timely service.**
- b) Any unsatisfactory performance may lead to **penalties or contract termination.**

6. Payment Terms:

- a) Payment will be made within **30 days** after submission of invoice and satisfactory completion of services

7. Force Majeure:

- a) Neither party shall be liable for failure to perform due to **events beyond their control** (natural disasters, strikes, etc.).

8. Termination:

- a) SKUAST-K may terminate the contract if the supplier fails to meet contractual obligations.

Acceptance of Purchase Order

The supplier shall acknowledge receipt of this PO and confirm acceptance of all terms within **05 days** from the date of issue.

(Prof. Haroon R. Naik)

Nodal Officer

JKCIP SKUAST-K

Shalimar, Srinagar-190025,

Acknowledgement by Supplier:

We hereby acknowledge and accept the terms of this Purchase Order.

Signature: _____

Name:

Designation:

Date: