Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA)
Near H.P. Petrol Pump, RTO Road, Udaylalpur PO Anandpur, Haldwani, Uttarakhand – 263139

Date of Advertisement: 13-06-2025
Last Date for Application: 29-06-2025

Date	Subject
13-06-2025	Advertisement for empanelment of service providers for the supply and delivery of Improved Cook Stoves

Dear Sir / Madam

We kindly request you to submit your quotation for the supply and delivery of **Improved Cook Stoves.**

Please use the attached **Annex 2 (Application Form)** to submit your application. Completed applications may be submitted in physical form or hard copy on or before 2**9th June 2025** at our Noida Office: **E-44, AB Tower, 2nd Floor, Sector 63, Noida, U.P. – 201301**

Empanelment Applications shall be reviewed and evaluated based on completeness and compliance of the Application and responsiveness with the requirements of the advertisement and all other annexes providing details of SUVIDHA requirements.

The empanelment Application that complies with all of the requirements, meets all the evaluation criteria shall be selected and awarded the empanelment. Any offer that does not meet the requirements shall be rejected. The empanelment of selected service providers will remain effective for a period of **1 years (FY 2025-26)** from the date of award.

SUVIDHA encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to SUVIDHA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, and other information used in this Advertisement. SUVIDHA implements a zero tolerance on fraud and other prescribed practices, and is committed to preventing, identifying and addressing all such acts and practices against SUVIDHA. Thank you and we look forward to receiving your empanelment application forms.

Sincerely yours,

Authorized Signatory
SUVIDHA

Annex 1: Terms of Reference

Part-A

1. **Deliverables**
    1. Deliverable – 1: Sourcing/purchasing/delivery of fuel-efficient cook-stoves as per speciation provided in the following pages;
    2. Deliverable – 2: After Sales/Operation and Maintenance Services

The Payment to the successful offeror will be on the basis of deliverables completed and certified by relevant authorities. The deliverables are as follows:

Description of Deliverables	**Success Indicators**
Deliverable – 1: Sourcing/purchasing/delivery of fuel-efficient cook-stoves as per speciation provided in the following pages.	60% payment of total amount shall be paid upon complete delivery of Items to designated location; payment is subject to SUVIDHA's confirmation & verification that the items purchased & delivered by Offeror confirm with the specification provided in the following pages.
Deliverable – 2: *After Sales/Operation and Maintenance Services*	30% of total empanelment value shall be paid to offeror after 100% product distribution. Final Payment shall be affected upon submission of following report; 1- Maintenance Log report (for example, how many cook stoves repaired if any) 2- Monitoring and Evaluation Report

2. Duration of empanelment

The empanelment shall remain effective for 1 year (FY 2025-26) from the date of empanelment.

3. Qualifications of the firm for Micro Capacity Assessment

The offeror is required to provide a brief overview of the company detailing its activities, registration, audit reports, area of expertise, relevant certificates concerning the product, evidence of deployment of similar projects, if any, and any other information that shows the company's reliability, financial and managerial capacity to provide the required goods.

4. Warranty, After Sales & Operation and Maintenance Services

The successful offeror would be required to provide a minimum warranty of 1 year. Further to this, after sales services including maintenance, training on operation and gathering of data for the product should also be provided for a minimum of 2 months for each product disseminated. The successful offeror should ensure that each product sold has a minimum of 1 years after sales services.

Technical Requirements for Efficient Cook-stoves

Part-B

1. **Fuel Requirements**

Unless otherwise specified, only cook-stoves employing traditional fuel available in rural landscape i.e., wood, crop residue, cow dung etc. would be accepted.

2. **Size of the Cook-stove**

Unless otherwise specified, the cook-stoves should be sized to accommodate use of up to 10 L cooking pots. This detail should be clearly mentioned in the product documents.

3. **Applicable Standard(s)**

Unless otherwise specified, the product should conform to guidelines published by the International Standards Organization (ISO) as IWA 11:2012 *Guidelines for evaluating cook-stove performance*.

The bidders may specify any other relevant standard which could satisfy the acceptable quality level of the product as specified in IWA 11:2012.

4. **Specifications**

The cook-stove must meet the following requirements/specifications:

- **Minimum 30% wood fuel efficiency**
- **Challah MNRE Approved**
- 50% less emissions of particulate matter and carbon monoxide as compared to traditional challahs.
- 50% less Indoor Emissions as compared to traditional challahs.

Annex 2: FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL FOR EMPANELMENT

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: *Location]*.
[insert: *Date]*

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to SUVIDHA in conformity with the requirements defined in the Advertisement dated *[specify date]* , and all of its attachments, as well as the provisions of the SUVIDHA General Empanelment Terms and Conditions:

A. **Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of SUVIDHA by indicating the following: *a) Please refer to Annex A "description of Requirements".*

B. **Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the EMPANELMENT PROPOSAL; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. **Quotes of the required items**

Quotes for the items (with specifications) specified above in Part B

D. Contact details of the service provider

Full address and contact details of the service provider with signature and seal.

Annexure 3

Format for Quotation

(To be printed in pre numbered Quotation format or if same is not available then on letter head with unique number and date)

S/N	Description of goods	Specification	Quoted Unit Price (INR)	% Tax (GST & Other) If applicable	Total Amount (INR)
Total					
Total amount in words……					

Terms & Condition

1. GST Number –
2. Transportation cost up to delivery place –
3. Quotation Validity -
4. Warranty/Guaranty –
5. Days required to fulfil order –
6. MSME Registration No (If registered)-

Required Documents (To be filled by Applicants and attach relevant documents)

1. Signed and seal in all the sheets.
2. Copy of PAN/VAT/Service tax Registration certificate
3. Organizations/Proprietor Firms/Companies should be one Year Old.
4. Organizations/Proprietor Firms/Companies should have a Valid GST registration.
5. Organizations/Proprietor Firms/Companies should have a minimum annual turnover of 1 Cr.
6. Organizations/Proprietor Firms/Companies should have an approved CA certificate.

Signature with stamp of firm