



Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA)
Madhav Puram, Near Shivalik International School, RTO Road, Haldwani, Uttarakhand

Date	Subject
25 October 2022	Advertisement for empanelment of service providers for the supply and delivery of Improved Cook Stoves (Revised)

Dear Sir / Madam:

We kindly request you to submit your proposal for provision of empanelment for **Supply and Delivery of Fuel Efficient Cook-stoves including provision of after sales /operation and maintenance services.**

Please be guided by the form attached hereto as Annex 2 (application form), in submitting your application. Applications may be submitted on or before deadline i.e. **05 November 2022.**

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 3 years from the date of the 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 proscribed 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,

Annex 1: Terms of Reference

Part-A

1. Deliverables

1. Deliverable – 1: Sourcing/purchasing/delivery of biogas stoves as per specification provided in the following pages;
2. Deliverable – 2: After Sales/Operation and Maintenance Services

The payment 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 biogas stoves as per specification provided in the following pages.	70% 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 with the specification provided in the following pages.
<i>Deliverable – 2:</i> <i>After Sales/Operation and Maintenance Services</i>	30% of total amount shall be paid after 2 months of delivery of 100% product distribution and certificate of satisfaction form the relevant authority.

2. Duration of empanelment

The empanelment shall remain effective for 3 year 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.

5. Minimum eligibility criteria

1. Minimum turnover should not be less than 35 Lakh
2. A valid GST registration certificate

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 MNRE & 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 MNRE & IWA 11:2012.

4. Specifications

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

- Minimum 30% wood fuel efficiency
- 50% less emissions of particulate matter and carbon monoxide as compared to traditional chulhas.
- 50% less Indoor Emissions as compared to traditional chulhas.

Annex 2 – APPLICATION FORMAT

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 datedregarding....., and all of its attachments, as well as the terms and conditions mentioned in the advertisement.

Name of the Applicant/firm:	
Address of Corporate Office	
Address of Registered Office	
Address of Local Office	
Telephone No. /Mobile	
E-Mail	
Constituency of the Firm : company/ Partnership / proprietary	
Name of the Proprietor/ Partners/ Directors(with professional qualifications, if any)	
Year of establishment	
Whether registered with Registrar of Companies/ firm. If so, No. & Date	
Last year turn over	
Income-tax No	
PAN NO (furnish copies of Income-tax returns)	
Goods and Services Tax: GST No ((Furnish the latest copies of the returns filed))	
Names of the Bankers with address	
What are your fields of activities? Mention the fields on which you deals.	
Details of the works executed during the last 3 years (please mention only such works which qualifies for eligibility criteria)	

Note: Kindly furnish all the supporting documents with seals and signature of the applicant /firm.

Declaration

- All the information furnished by me / us here above is correct to the best of my knowledge and belief.
- I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
- I / We agree that the decision of SUVIDHA in selection of Service Providers will be final and binding to me / us.
- I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the society.

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION:

SEAL OF ORGANISATION

Place:

Date:

Checklist (To be filled by Applicants and attach relevant documents)

- **Have you signed in all the sheets?**
- **Whether copy of PAN/VAT/Service tax Registration copy is enclosed?**
- **Whether enclosed proof for year of establishment (registration certificate)?**
- **Whether proof for average annual financial turnover enclosed?**

Annex 5: General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Service provider shall be considered as having the legal status of an independent service provider vis-à-vis the SUVIDHA.

2.0 SOURCE OF INSTRUCTIONS:

The service provider shall neither seek nor accept instructions from any authority external to SUVIDHA in connection with the performance of its services under this Empanelment. The Service provider shall refrain from any action that may adversely affect SUVIDHA and shall fulfill its commitments with the fullest regard to the interests of SUVIDHA.

3.0 ASSIGNMENT:

The service provider shall not assign, transfer, pledge or make other disposition of this Empanelment or any part thereof, or any of the Service provider's rights, claims or obligations under this Empanelment except with the prior written consent of SUVIDHA.

4.0 SUB-EMPANELMENTING:

In the event the Service provider requires the services of sub-service providers, the Service provider shall obtain the prior written approval and clearance of SUVIDHA for all sub-service providers. The approval of SUVIDHA of a sub-service provider shall not relieve the Service provider of any of its obligations under this Empanelment. The terms of any sub-empanelment shall be subject to and conform to the provisions of this Empanelment.

5.0 OFFICIALS NOT TO BENEFIT:

The Service provider warrants that no official of SUVIDHA will be offered by the Service provider any direct or indirect benefit arising from this Empanelment or the award thereof. The Service provider agrees that breach of this provision is a breach of an essential term of this Empanelment.

6.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF SUVIDHA OR THE UNITED NATIONS:

The Service provider shall not advertise or otherwise make public the fact that it is a Service provider with SUVIDHA, nor shall the Service provider, in any manner whatsoever use the name, emblem or official seal of SUVIDHA, or any abbreviation of the name of SUVIDHA in connection with its business or otherwise.

7.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Empanelment, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

8.0 TERMINATION

- 8.1** Either party may terminate this Empanelment for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.
- 8.2** SUVIDHA reserves the right to terminate without cause this empanelment at any time upon 15 days prior written notice to the Service provider, in which case SUVIDHA shall reimburse the Service provider for all reasonable costs incurred by the Service provider prior to receipt of the notice of termination.
- 8.3** In the event of any termination by SUVIDHA under this Article, no payment shall be due from SUVIDHA to the Service provider except for work and services satisfactorily performed in conformity with the express terms of this Empanelment.
- 8.4** Should the Service provider be adjudged bankrupt, or be liquidated or become insolvent, or should the Service provider make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Service provider, the SUVIDHA may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Empanelment forthwith. The Service provider shall immediately inform the SUVIDHA of the occurrence of any of the above events.