

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ
Procurement Notice

Purchaser : Erattupetta Municipality
 Contract Title : Supply of Prizes & certificates for IEC activities to Erattupetta Municipality
 RFQ No. : ETP/ KSWMP/701896/IEC2025/2
 Date : 09/02/2026
 Applicable Procurement Regulation : World Bank's "Procurement Regulations for IPF Borrowers, July 2016, Fourth Edition November 2020" and its subsequent amendment
 Date :

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the Kerala Solid Waste Management Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Erattupetta Municipality invites quotations from eligible bidders for the following goods.

Sl. No.	Brief Description of Goods	Specifications*	Quantity & Unit	Delivery Period	Place of Delivery	Installation Requirement (if any)
1.	Memento – First Prize	As per Section 2- Technical Specification	50 Each	10 Days	O/o Erattupetta Municipality	N. A
2.	Memento – Second Prize	As per Section 2- Technical Specification	50 Each	10 Days	O/o Erattupetta Municipality	N. A
3.	Memento – Second Prize	As per Section 2- Technical Specification	50 Each	10 Days	O/o Erattupetta Municipality	N. A
4.	Certificates	As per Section 2- Technical Specification	550 Each	10 Days	O/o Erattupetta Municipality	N. A

*[*Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.]*

2. The Bidders may submit Quotations for all items.
3. This procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website erattupettamunicipality.web.lsgkerala.gov.in and at the office of Secretary of Erattupetta Municipality.



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4. For submission of Quotation, the Bidder shall be eligible as per Clause 1 of the terms and condition of this RFQ document.
5. Quotations shall be submitted at the office of the office of the Secretary Erattupetta, Erattupetta PO, 686121 before 15:00 Hours on 16/02/2026 through registered post/speed post/ By hand . Any quotation or modifications to quotation received through electronic media or any other mode will not be considered. No submission will be allowed after the submission due date and time. The Quotations will be opened at the Office of Secretary on 16/02/2026 at 15:30 Hours and Bidders or their representatives are required to be present at the time of the opening.
6. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online or may visit the office of the Purchaser at the address given below.



Secretary
Erattupetta Municipality

Name: Muhsin P M
Address: Erattupetta Municipality,
Erattupetta P.O., Erattupetta – 686121
Contact : 940097050
Email:etpamun@gmail.com
Website: erattupettamunicipality.web.lsgkerala.gov.in



RFQ No. :
Date :

ETP/ KSWMP/701896/IEC2025/2
09/02/2026

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the notice board or the ULB website, for any amendments to the terms and conditions.
3. **The Quotation shall comprise the following:**
 - (a) Letter of Quotation;
 - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
 - (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed format.
 - (f) Complete address and contact details of the Bidder having the following information:
Name of Firm
Address for communication
Telephone No(s): Office
Mobile No.
Facsimile (FAX) No.
Electronic Mail Identification (E-mail ID)
 - (g) Price Schedule (using the Schedule attached with the RFQ document) wherein the rates shall be entered.

4. Quotation Prices



- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods conform to the specifications and standards, as relevant in the catalogue of the manufacturer .

6. **Qualification of the Bidder:**

(a) Bidder should have supplied all items as per Section 2- Technical Specifications up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma.

(b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.

7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

9. **Quotation Submission:** The Letter of Quotation shall be filled, signed and scanned copies shall be submitted along with the Price Schedules that shall be furnished using the Forms available in the Document without any alterations. All blank spaces shall be filled in with the information requested.

10. **Offline Opening and Evaluation of Quotations:** The Quotations will be opened at the office of the Secretary, Erattupetta Municipality, Erattupetta P.O., Erattupetta – 686141 on the specified date and time. Bidders or Representative of the bidders can also be present at the time of the opening. The summary of the bid opening shall be recorded by the concerned person.

(a) The Purchaser shall examine the quotation to determine whether the quotation has been properly signed (Clause 8.5)



- (b) meets the eligibility criteria (Clause 1);
- (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.;
- (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- (e) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
- (f) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

11. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- c) 100% Payment shall be made within 30 days after delivery, installation and acceptance of the goods by the purchaser. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
- d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.



Letter of Quotation

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.
ETP/ KSWMP/701896/IEC2025/2

Our Reference No.....

Dated.....

To,
The Secretary,
Erattupetta Municipality,
Erattupetta P.O.,
Erattupetta-686141.

Subject: KSWMP; Erattupetta Municipality; Supply of Prizes & certificates for IEC activities to Erattupetta Municipality – Reg.

Sir,

We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- a. **No Reservations** : We have examined and have no reservation to the RFQ Document.
- b. **Confromity**: We offer to supply in confromity with RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services “ Supply of Prizes & certificates for IEC activities”.
- c. The total price of our Quotation including any unconditional discounts offered is:
Total Price of the Quotation : Rs. [_____
insert the total price of the quotation including GST and any other taxes which is payable on the finished goods, in words and figures] Rs. _____ (in Figures).
- d. **Commissions,gratuities and fess** : None
- e. **Quotation Validity Period**: Our Quotation shall be valid for the period of 90 days , from the deadline fixed for the Quotation Submission.



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- f. **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- g. **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive or obstructive practices.

Yours Faithfully,

Authorized Signature

Name and Title of Signatory.....

In the capacity of [*insert legal capacity of person signing the Letter of Quotation*]

Name of Bidder.....

Address.....

Dated on day of(month), (Year) [*insert date of signing*]



Format of Quotation (On Bidder's Letterhead)

Sl. No.	Description of Goods	Specifications	Quantity	Unit	Quoted Unit Rate ¹ at destination in Rs.	GST ² and Similar other taxes applicable on finished Goods in Rs.	*Total price per line item at destination –inclusive of discounts, all taxes and duties.	
							In figures	In Words
1.	Memento – First Prize	As per Section 2- Technical Specification	50	Each				
2.	Memento – Second Prize	As per Section 2- Technical Specification	50	Each				
3.	Memento – Second Prize	As per Section 2- Technical Specification	50	Each				
4.	Certificates	As per Section 2- Technical Specification	550	Each				
Total								

Note: Evaluation shall be done for each items together.

*Payment of GST and other taxes payable for the goods at the time of invoicing although included in the total cost, will be at actuals or the rate amount of these taxes specified in the special order, which ever is lower.

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. _____ (Amount in figures) (Rupees) _____ amount in words) within the period specified in the Request for Quotations.

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

² Indicate each applicable tax separately



We also confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of the Bidder



RFQ No.	Date of Opening	Time.....Hours
Name of the Bidder		

Proforma for Performance Statement

Proforma for Performance Statement (for a period of last 3 years)

Order placed by (Full address of Purchaser)	Order No. and date	Description and quantity of ordered goods/equipments	Value of Order	Date of Completion of Delivery As per Contract	Actual	In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the purchaser/Consignee)
1.	2.	3.	4.	5.	6.	7.

Signature and Seal of the Bidder



SECTION 2. TECHNICAL SPECIFICATIONS

1. Memento – First Prize

Particulars	Descriptions
Material	<ul style="list-style-type: none"> ● Multiwood ● High-quality, durable, scratch-resistant finish.
Size & Shape	<ul style="list-style-type: none"> ● Size: 11 inches height ● Shape: Rectangular
Base	<ul style="list-style-type: none"> ● Wooden / Metal / Marble base with smooth polish. ● Stable and proportionate to trophy size.
Engraving / Printing	<ul style="list-style-type: none"> ● Laser engraving or UV printing for text and logos. <p>Includes:</p> <ul style="list-style-type: none"> ● Event/Organization Name ● Award Title (e.g., Best Performer 2025) ● Recipient's Name (if personalized) ● Name of the student.
Finish & Appearance	<ul style="list-style-type: none"> ● Glossy or matte finish as per design. ● Golden / Silver accents for premium look.

2. Memento – Second Prize

Particulars	Descriptions
Material	<ul style="list-style-type: none"> ● Multiwood ● High-quality, durable, scratch-resistant finish.
Size & Shape	<ul style="list-style-type: none"> ● Size: 9.5 inches height ● Shape: Rectangular
Base	<ul style="list-style-type: none"> ● Wooden / Metal / Marble base with smooth polish. ● Stable and proportionate to trophy size.
Engraving / Printing	<ul style="list-style-type: none"> ● Laser engraving or UV printing for text and logos. <p>Includes:</p> <ul style="list-style-type: none"> ● Event/Organization Name ● Award Title (e.g., Best Performer 2025) ● Recipient's Name (if personalized) ● Name of the student.
Finish & Appearance	<ul style="list-style-type: none"> ● Glossy or matte finish as per design. ● Golden / Silver accents for premium look.

3. Memento – Third Prize

Particulars	Descriptions
Material	<ul style="list-style-type: none"> ● Multiwood ● High-quality, durable, scratch-resistant finish.
Size & Shape	<ul style="list-style-type: none"> ● Size: 8 inches height ● Shape: Rectangular
Base	<ul style="list-style-type: none"> ● Wooden / Metal / Marble base with smooth polish. ● Stable and proportionate to trophy size.



Engraving / Printing	<ul style="list-style-type: none"> • Laser engraving or UV printing for text and logos. Includes: <ul style="list-style-type: none"> • Event/Organization Name • Award Title (e.g., Best Performer 2025) • Recipient's Name (if personalized) • Name of the student.
Finish & Appearance	<ul style="list-style-type: none"> • Glossy or matte finish as per design. • Golden / Silver accents for premium look.

4. Certificates

Particulars	Descriptions
Size & Orientation	<ul style="list-style-type: none"> • Standard A4 size (210 mm × 297 mm) • Orientation: Landscape preferred for certificates
Paper Quality	<ul style="list-style-type: none"> • Size: 12 inches height • Shape: Rectangular
Design Layout	<ul style="list-style-type: none"> • Border: Elegant border with institutional/organizational colors • Header: Logo & Name of the Organization / Institution at the top (centered or left-aligned) • Title: Bold, large font (e.g., "Certificate of Merit", "Prize Certificate") • Body Text: <ul style="list-style-type: none"> • "This is to certify that [Name of Awardee] of [Class/Department/Organization] has secured [Position/Prize] in [Event/Competition Name] held on [Date]." • Signature Area: <ul style="list-style-type: none"> • Left: Municipal Secretary • Right: Chairman • Seal/Stamp space: Bottom center
Color Scheme	<ul style="list-style-type: none"> • Institutional colors or formal shades (blue, gold, green, black,)
Printing	<ul style="list-style-type: none"> • Digital/Offset printing for bulk production • High-resolution (300 DPI) design file in PDF format

