


Expression of interest for Furniture Items

Himachal Pradesh State Forest Development Corporation Limited is an undertaking unit of H.P Govt. established since 1974. In order to cater to the needs of potentials buyers of different furniture items, sealed applications are invited on prescribed application format including checklist from reputed furniture manufacturer / Authorized dealers, Audio Video integrators and turnkey solution providers to enter into contract with H.P State Forest Dev. Corpn. Ltd. for supplying of furniture items such as Office furniture, Modular furniture, Laboratory furniture and Hostel furniture, seating products, Audio Video equipments etc. for a period of two years.

Comprehensive scrutiny of the documents/applications submitted by interested parties will be carried out by HP State Forest Dev. Corpn. Ltd. The prescribe application format, checklist and T.O.R. for submitting sealed application can be downloaded/seen on our website **www.hpforestco.in** from 26-04-2025.

The last date of receipt of applications (in physical form) to be submitted in the Head Office of HPSFDC is on 14-05-2025 up to 11.00 AM and will be opened on the same day at 2.30PM.


Executive Director

H.P. STATE FOREST DEVELOPMENT CORPORATION LIMITED, SHIMLA-171009

Detailed Terms of Reference (TOR) for Expression of Interest (EOI) to facilitate the sale of furniture items to Government Departments and Public Sector Undertakings

H.P. State Forest Development Corporation Limited (hereinafter referred to as "HPSFDCL") a Government of Himachal Pradesh undertaking engaged primarily in the marketing and sale of timber, forest produce, and other related products, invites Expressions of Interest (EOI) from experienced and qualified firms/agencies (hereinafter referred to as "Applicants") for facilitating expeditious and efficient sales and distribution of the furniture products etc. amongst the Government Department and Public Sector Undertakings.

1. Introduction:

The H.P. State Forest Development Corporation Limited (HPSFDCL), a Government of Himachal Pradesh undertaking, is seeking to establish a channel partner in the State of Himachal Pradesh to facilitate expeditious and efficient sales and distribution of furniture products to government departments and public sector undertakings. To achieve this, HPSFDCL is issuing an Expression of Interest (EOI) to identify experienced and qualified firms/agencies. This document outlines the Detailed Terms of Reference (TOR) for this EOI, inviting applications from entities capable of facilitating the efficient and expeditious sale and distribution of these furniture items.

2. Eligibility Criteria:

Sealed applications will be accepted only from reputable furniture manufacturing firms or their authorized dealers. The applicant must be a company registered under the Companies Act or an authorized dealer of such registered Company, in India, and must have been in continuous operation for a minimum of five years.

3. Financial Capacity:

The applicant must have an annual turnover of at least INR 15 crore (Fifteen crore) for the preceding three financial years. Audited financial statements for these years must be submitted as proof.

4. Local Presence and Service:

The applicant must have either its own or an authorized wholesale dealer or service office within Himachal Pradesh, operating continuously for the past five years. Proof of this operational presence is required.

5. Experience:

- i. The applicant must provide evidence of having successfully completed at least three similar orders for the supply of furniture to government departments within the state of Himachal Pradesh during the past five years.
- ii. The applicant must submit an affidavit on non-judicial stamp paper, duly notarized, declaring that the firm has not been debarred or blacklisted by any government semi-

government, public sector undertaking (PSU), board, university, or autonomous body in India during the past five years.

6. Quality Standards:

The applicant must possess and provide valid certificates demonstrating compliance with all relevant quality and safety standards as specified in the bidder's checklist.

7. Environmental Considerations:

Preference will be given to firms engaged in manufacturing of environment friendly green furniture, provided all other criteria are met. Supporting documentation regarding environmental certifications and practices must be submitted.

8. Price Integrity:

The applicant shall provide a legally binding undertaking that it will not sell furniture items (under the agreed discount percentage with HPSFDC) to any organization within Himachal Pradesh at a rate lower than that offered to HPSFDC. Any breach of this undertaking will result in the immediate termination of the agreement, as determined by the Managing Director of HPSFDC, and may incur penalties.

9. Discount Offer Submission:

- i. The applicant shall submit its percentage discount offer in a separate, sealed envelope clearly marked 'Discount Offer (D)'. Sealed envelopes will only be opened and evaluated for firms that have been shortlisted.
- ii. The firms shall quote their percentage discount on their current listed price.
- iii. The applicant must submit copies of GST returns for the preceding three financial years.
- iv. The applicant must submit all required documents as specified in the bidder's checklist and these TOR. Failure to provide all required documents will result in disqualification.

10. Affidavit:

The applicant must submit an affidavit on non-judicial stamp paper, duly notarized, declaring that all information provided in the submitted documents is true, accurate, and complete. Shortlisted applicants will be required to enter into a formal agreement with HPSFDC, outlining the terms and conditions of payment and other contractual obligations.

11. Dispute Resolution:

Any dispute arising from the agreement to be subsequently signed with the selected firms shall be subject to the exclusive jurisdiction of the courts located within Shimla, Himachal Pradesh.

12. Price List:

The applicant's prevailing published price list will be applicable and binding on HPSFDC. The applicant shall grant HPSFDC a percentage discount based on the price list of furniture and related items.

13. Taxes and Duties:

Applicable GST and other taxes will be charged extra as per prevailing regulations.

14. Timeline:

- i. The EOIs must reach the office of the undersigned on or before _____, by _____ PM.
- ii. The EOI will be opened on the same day at 03:00 PM in the presence of the attending representatives (if any).

15. Contract Termination and Penalties:

The agreement shall be terminated by the HPSFDCL if the firm fails to adhere to the terms and conditions of the contract, fails to supply goods within the agreed timeframe, or supplies substandard goods. In such cases, penalties, including but not limited to financial penalties and forfeiture of performance security, will be imposed as determined by the MD HPSFDC. HPSFDC also reserves the right to pursue legal remedies for damages.

16. General Conditions:

- i. HPSFDC reserves the right to reject any or all bids without assigning any reason whatsoever.
- ii. The number of firms to be selected and the minimum acceptable discount will be at the sole discretion of the MD of HPSFDC.
- iii. By submitting a bid, the applicant acknowledges and accepts all the terms and conditions outlined in these TOR.
- iv. The HPSFDCL reserves the right to modify or cancel the EOI process at any time.
- v. This EOI does not constitute a binding offer. The HPSFDCL reserves the right to modify or amend the terms and conditions of this EOI at any time.
- vi. Incomplete, late, or non-compliant submissions will not be considered.
- vii. All costs associated with the preparation and submission of EOIs shall be borne by the Bidders.


(Dr. Sanjay Sood)
Managing Director
HPSFDC Ltd.

CHECKLIST FOR BIDDERS

Himachal Pradesh State Forest Dev. Corpn. Limited invites intending parties to participate in the empanelment process for becoming a furniture supplier of such items as Office furniture, Modular furniture, Laboratory furniture, Hostel furniture, seating products, Audio Video equipments etc. In this regard following documents are required along with application from the bidder:-

Sr. No.	Parameter	Particulars	Documents to be submitted in support
1	Eligibility criteria	The bidder should have his own or authorized wholesale dealer or office setup for sale and service in Himachal Pradesh operating from last five years	Firms bank details/sale tax No., dealership certificate from company
		The bidder should have experience of handling three similar orders (for supply of furniture) to Govt. depts. within state of Himachal Pradesh.	Copy of purchase/supply orders
		Average turnover of last three years of manufacturer shall not be less than 15 crores INR per annum and solvency certificate of minimum one crore from the national bank.	Balance sheet statements and original solvency certificate
		The bidder himself should be a manufacturer/authorized dealers of a reputed company and his company should be ISO 14001 and ISO 45001 certified	Company registration certificate and relevant industry certificates
		The bidder should never have been debarred or blacklisted from any Govt./semi Govt./PSU/Board/University or any autonomous body in the last five year span	. Affidavit on non judicial paper duly attested by Notary that the firm has never been blacklisted by any of the organization mentioned here.
2	Quality standards	The manufacturer must possess prevalent quality certification of industries.	ISO-9001,ISO-5001,BIFMA,India design mark, Green Guard or Green certificates
		The bidder should have in house laboratory/agreement with any authorized Lab. to conduct test related to physical and chemical properties like powder coating thickness test, Impact test, Scratch resistance test, pencil hardness test etc.	Detail of Laboratory with relevant certificate of registration etc.

3	After sales service	The manufacturer shall have accurate telephone numbers operational to attend the calls received regarding repair/maintenance and should have technical manpower available.	Provide telephone numbers and provide information regarding after sale service staff.
4	Others	The firm shall furnish undertaking that it will not sell furniture items (under discount percentage with HPSFDC) to any organization within the HP, at rate lower than offered to HPSFDC. In case the firm fails to do so, the agreement will be cancelled with immediate effect as decided by MD of HPSFDC.	Undertaking to this effect.
		The bidder shall have to submit percentage discount in separate sealed envelope which is super scribed as "D" as percentage discount	Percentage Discount in separate sealed envelope.
		The bidder should have to submit GST return of last three years	GST return of last three years
		The bidder have to submit affidavit on the non judicial paper attested by Notary that all information given by him/her in the attached documents is true and correct ,no false information is being given by him/her.	Affidavit for denial of not given any false information.

Bidder's signature

Application for Percentage Discount offer for supplying furniture

To

Managing Director
HP State Forest Dev. Corpn. Ltd.
Kasumpti, Shimla-9

Subject :- Regarding submitting percentage discount offer for supplying furniture.

Respected Sir,

I am writing to express my interest in supplying furniture to HP State Forest Dev. Corpn. Ltd. As per your E.O.I. notice on dated _____ on the subject cited above, enclosed find herewith the following documents:-

1. Checklist for bidders (all required documents)
2. Acceptance of terms of references

Thank you for considering our firm for this opportunity.
Sincerely

Signature with name :- _____

Company Name:- _____

Contact information :- _____
