

REQUEST FOR QUOTATION (RFQ)
Supply, Installation and/or Provision of Items for Upgradation of
Specialized Adoption Agency, Sector 15 and District Sakhi One Stop Centre

RFQ Reference: RFQ-002-Gandhinagar	Issue Date: 18 August 2026	End Date: 31 August 2026
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Dear Sir/Madam,

We kindly invite your quotation for the supply, installation, execution and/or provision of the goods and services listed in the Annexure attached to this RFQ for the Upgradation of the Specialized Adoption Agency, Sector 15 and District Sakhi One Stop Centre.

This procurement is being undertaken under the Airport Authority of India supported CSR initiative. United Nations Development Program will monitor the overall project implementation in coordination with the relevant authorities. Implementation and financial management responsibilities will be handled by United Nations Global Compact Network India.

Submission of Quotation

Interested suppliers/service providers/contractors are requested to submit their quotation electronically in PDF format on or before **30 September 2026** to: procurement@globalcompact.in, CC: vivek.jetpariya@undpfocal.org> _____

- The email attachment must be virus-free.
- The maximum size of the email, including attachments, should not exceed 5 MB.
- Proposals must be sent only to the procurement email address specified in this RFQ.
- Late submissions or proposals sent to any other email address or portal will not be considered.

SECTION 1: REQUEST FOR QUOTATION (RFQ)

The United Nations Global Compact Network India (UN GCNI) kindly invites your quotation for the provision of goods, works and/or services as detailed in the Line Items Section of this RFQ.

This Request for Quotation (RFQ) comprises the following documents:

- Section 1: Request for Quotation (RFQ)
- Section 2: RFQ Instructions and Data
 - 2.1 RFQ General Instructions
 - 2.2 RFQ Specific Instructions
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: Site Specific Details
- Annex 5: General Conditions of Contract (GTC)
- Annex 6: Model Contract
- Annex 7: Forms for Release of Payments

Bidders are requested to carefully review all sections and annexures to ensure compliance with the requirements, submission format, and eligibility criteria.

SECTION 2: RFQ INSTRUCTIONS AND DATA

2.1 RFQ General Instructions

Particulars	Requirements / Instructions
Introduction	Bidders shall adhere to all requirements of this RFQ, including amendments issued in writing by UN GCNI. This RFQ is conducted in accordance with UN GCNI Programme and Operations Policies and Procedures on Contracts and Procurement. Any Bid is an offer and does not constitute acceptance. UN GCNI is under no obligation to award a Contract and may cancel the process at any stage. The RFQ relates to the Upgradation of the Specialised Adoption Agency, Sector 15 and District Sakhi One Stop Centre, Gandhinagar, Gujarat, covering supply, installation, execution and/or provision of the specified goods, equipment and works.
Deadline for Submission of Quotation	31 August 2026 (End of Day – 23:59 Hrs IST)
Method of Submission	Submission through email to: ratnesh@globalcompact.in & procurement@globalcompact.in , Vivek Jetpariya <vivek.jetpariya@undpfocal.org> . All attachments shall be in PDF format; file names shall be in the Latin alphabet; files must be complete, readable, virus-free and not corrupted. The maximum email size shall be 5 MB. Late submissions will not be considered.
Cost of Preparation of Quotation	UN GCNI shall not be responsible for any costs associated with preparation and submission of quotations, regardless of the outcome of the procurement process.
Supplier Code of Conduct, Fraud and Corruption	All prospective suppliers must comply with the United Nations Supplier Code of Conduct. UN GCNI follows zero tolerance for fraud, corruption, collusion, unethical practices and obstruction. Any violation may result in rejection or disqualification of the Bid.
Gifts and Hospitality	Bidders/vendors shall not offer gifts, hospitality or benefits of any kind to UN GCNI/UNDP staff or persons involved in the procurement process. Corrupt or fraudulent practices may result in rejection, ineligibility or termination of the Contract.
Conflict of Interest	Bidders must disclose any actual or potential conflict of interest, including ownership links with UN GCNI staff, relationships with Government officials connected with the project, prior involvement in drafting specifications, or any other circumstance that may provide an unfair advantage. Failure to disclose such information may result in disqualification.
Disclosure of Relationships	Bidders must disclose whether owners, officers, directors, controlling shareholders or key personnel are family members of UN GCNI staff involved in procurement, Government officials, or officials of an implementing partner. Government-owned entities may be subject to further review.
Eligibility Requirements	Vendors must not be suspended, debarred or otherwise ineligible by UN organizations, World Bank Group or other international organizations. Beneficial owners, employees, JV partners, subcontractors and suppliers must also meet applicable eligibility requirements. The Bidder must have the legal capacity and authority to deliver the required goods, equipment and services in India.
Eligibility Criteria – A. Legal Eligibility	The Bidder shall be a registered company, partnership, LLP or proprietorship in India, with valid GST and PAN and legal authority to enter into contracts. The Bidder shall possess applicable registrations/licences required for solar, electrical, civil, furniture, IT, kitchen equipment, air-conditioning, CCTV, safety/RVS and related works, wherever applicable to the quoted items.

B. Sanctions and Eligibility	The Bidder must not be debarred, blacklisted or sanctioned by any Central/State Government authority, UN organization, World Bank or other recognized institution. All information submitted by the Bidder must be accurate, complete and verifiable.
C. Technical Capacity	The Bidder shall demonstrate adequate technical capacity for the requirements under this RFQ, including solar systems, CCTV systems, electrical works, digital equipment, computers and printers, furniture, kitchen equipment, air-conditioning systems, safety/RVS interventions, painting and other related installation, testing and commissioning works. The Bidder shall have adequate qualified manpower, tools, equipment and service support for satisfactory execution.
D. Experience	The Bidder shall have a minimum of 3 years of relevant experience in similar supply, installation and/or works. Preference may be given to experience with Government departments, schools, children's homes, hostels, One Stop Centres, NGOs, CSR projects, UN/INGO programmes or public-sector assignments. Bidders shall submit relevant Purchase Orders/Work Orders, completion certificates and/or client certificates as evidence of experience.
E. Financial Capacity	The Bidder shall have positive net worth and adequate working capital to undertake the proposed supply, installation and works. Audited financial statements for the last three financial years and/or other evidence of financial capacity may be requested.
F. Non-Blacklisting Declaration	The Bidder shall submit a signed/notarized declaration confirming that the firm, its partners/directors and representatives have not been blacklisted, debarred or suspended and have not engaged in collusion, fraud, coercion, undue influence or misrepresentation.
G. Mandatory Submission of Supply, Installation and Delivery Plan	The Bidder shall submit a detailed and realistic Supply, Installation and Delivery Plan covering procurement, site verification, transportation, delivery, installation, testing, commissioning, safety/RVS interventions, solar/CCTV/electrical works, digital equipment, furniture, kitchen equipment, AC installation, painting, child-friendly facilities, documentation, training wherever applicable, warranty and after-sales support. Failure to submit a realistic plan may render the Bid non-responsive.
Currency of Quotation	All prices must be quoted in Indian Rupees (INR).
Joint Venture (JV) / Consortium / Association	If applicable, the Bidder shall designate a Lead Partner and submit a duly authorized/notarized JV/Consortium Agreement. The Lead Partner shall be authorized to legally bind all members. All members shall be jointly and severally liable for execution of the Contract.
Only One Bid	The Bidder, including a Lead Entity of a JV/Consortium/Association, shall submit only one Bid. Multiple Bids submitted in violation of this requirement shall be rejected.
Conflict of Interest Among Bidders	Bids may be rejected where bidders have common controlling partners/directors/shareholders, common control, financial support arrangements, the same legal representative, access to another bidder's information, common subcontractors in conflicting roles, or common key personnel in circumstances that create an unfair competitive advantage.
Price Variation	Prices shall remain firm and fixed for the entire validity period and until completion of the Contract. No escalation for material, labour, inflation, transportation, exchange rates or market factors shall be accepted unless expressly provided by statutory amendment.
Alternative Quotations	If permitted by UN GCNI, alternative quotations may be submitted only in addition to a fully compliant Main Quote. Alternatives must clearly state deviations, enhancements,

	justification and performance/lifecycle benefits and shall be clearly labelled as Alternative Quotations.
Contact Person for Correspondence, Notifications, and Clarifications	All correspondence, clarification requests and notifications shall be submitted through the designated procurement email/communication channel. Clarifications should be submitted at least four days before the deadline. Only formally communicated extensions shall be considered valid.
Right Not to Accept Any Quotation	UN GCNI reserves the right to accept or reject any quotation without assigning a reason. UN GCNI is not bound to accept the lowest quotation and may annul the procurement process before award without liability.
Right to Vary Requirement at the Time of Award	UN GCNI may increase or decrease the quantities of goods, equipment or works by up to 25% at the award/Purchase Order stage, at the same unit rates and under the same contractual conditions.
Publication of Contract Award	UN GCNI may publish the name of the successful Bidder, Contract value and a brief description of the Contract in accordance with applicable transparency requirements. Submission of a Bid shall constitute consent to such disclosure.
Policies and Procedures	This RFQ is conducted under applicable UN GCNI procurement policies and procedures, ethical standards, transparency requirements and Indian laws.
UNGM Registration	NA, unless otherwise specified by UN GCNI.

SECTION 2.2: RFQ SPECIFIC INSTRUCTIONS

Particulars	Specific Instructions
General Conditions of Contract	Any Purchase Order or Contract shall be subject to the applicable General Conditions of Contract (GTC).
Applicable GTC	Refer to Annex 5 – General Terms and Conditions for Contracts, which forms an integral part of the Contract. Bid submission confirms acceptance unless a deviation is expressly stated and accepted in writing.
Special Conditions of Contract	The special conditions below apply to the supply, delivery, installation, testing, commissioning and execution of approved goods and works at the Specialised Adoption Agency, Sector 15 and District Sakhi One Stop Centre, Gandhinagar, Gujarat.
Liquidated Damages	For delay in supply, delivery, installation, testing, commissioning or completion beyond the contractual period, 0.5% of total Contract value per week or part thereof, maximum 5%.
Next Course of Action	If delay exceeds the maximum LD period or the Supplier/Contractor fails to perform, UN GCNI may cancel the Contract/Purchase Order and procure from alternative sources at the defaulting Bidder's risk and cost.
Duties and Taxes	Prices shall be exclusive of GST. GST and other applicable taxes, duties, levies and charges shall be shown separately and handled according to applicable law and the Contract.
Language of Quotation	Quotation and supporting documents shall be in English. Documents in other languages require authenticated English translations; the English version shall prevail in case of discrepancy.
Quotation Validity Period	60 days from the quotation submission deadline. The Bidder shall maintain its quoted prices and terms during the validity period. An extension may be requested by UN GCNI, subject to the Bidder's agreement.
Payment Terms	Payment shall be made within 60 days from satisfactory acceptance/completion and receipt

	of a complete and correct invoice, subject to successful delivery, installation, testing, commissioning, completion and submission of required documentation. No advance payment shall be made unless specifically agreed in writing.
Conditions for Release of Payment	Payment shall be released subject to written acceptance and fulfilment of the applicable payment milestones specified below.
Written Acceptance	Written confirmation that the supplied goods/equipment and completed works comply with the approved technical specifications and contractual requirements.
15% Payment	15% after successful inspection, formal acceptance of the supplied goods/equipment and satisfactory verification of the relevant works, as applicable.
85% Payment	85% after successful delivery, installation, testing, commissioning, completion and final acceptance of the applicable goods and works.
Associated Services	Where applicable, 100% of the associated service value shall be paid after satisfactory completion of installation, testing, commissioning, training/demonstration and handover.
Clarifications	Clarification requests shall be submitted through the designated procurement channel at least four days before the submission deadline. Late requests may not be entertained. Clarifications/responses formally issued by UN GCNI shall form part of the RFQ and shall be binding on all Bidders.
Evaluation Method	Award shall be made to the Bidder whose offer is substantially compliant with the technical and commercial requirements and has the lowest evaluated price, subject to satisfactory evaluation and approval.
Financial, Technical and Capacity Verification	UN GCNI may verify the Bidder's financial capacity, technical capability, relevant experience, references, resources and ability to successfully execute the required supply, installation and works.
Physical Inspection	UN GCNI may inspect the Bidder's office, warehouse, workshop, service facilities or other premises to assess available resources, manpower, tools, equipment, infrastructure and service capability.
Past Experience Verification	UN GCNI may verify the Bidder's previous experience and completed assignments involving solar systems, CCTV, electrical works, civil/safety works, furniture, digital equipment, kitchen equipment, air-conditioning systems and other related components.
Rejection on Capacity Grounds	A Bid may be rejected if the Bidder lacks adequate financial or technical capacity, qualified manpower, resources, infrastructure or service capability, or has serious operational/performance issues. The decision of UN GCNI shall be final and binding, subject to applicable procurement procedures.
Documents to be Submitted / Evaluation Criteria	Complete quotation, duly signed Annex 2 and Annex 3, legal/statutory documents, technical literature, relevant experience evidence, financial capacity documents, warranty/service details, declarations and other documents specified in this RFQ.
Compliance Requirements	Full compliance with Annex 1 – Schedule of Requirements and the applicable General Conditions of Contract under Annex 5.
Registration Certificates	Company Registration/Constitution document, valid GST, PAN and applicable licences/registrations required for the relevant goods, equipment and works.
Descriptive Literature	Complete technical details, catalogues, brochures, datasheets, drawings/designs where applicable, photographs, make/model and specifications for solar systems, CCTV, digital equipment, computers/printers, furniture, kitchen equipment, air-conditioners, recreational equipment, electrical works, safety/RVS interventions and related works.

Manufacturer's Authorization (if applicable)	If the Bidder is not the OEM, a valid Manufacturer's Authorization Certificate, dealership certificate or distributor authorization shall be submitted for relevant products, wherever applicable.
Financial Capacity	Audited Balance Sheets and Profit & Loss Statements for the last three financial years, demonstrating adequate financial capacity. UN GCNI may request additional financial documents where necessary.
Past Supply / Work Experience	Documents showing relevant completed contracts, including Purchase Orders/Work Orders, delivery/completion certificates, photographs and client contact details, wherever available.
Minimum Experience Requirement	Minimum 3 years of relevant experience in supply, installation, testing, commissioning and/or similar works related to the requirements covered under this RFQ.
Notes	Failure to provide complete and satisfactory documentation may result in the Bid being considered non-responsive or disqualified, subject to the applicable procurement procedures.
Type of Contract to be Awarded	Goods and Works Contract for supply, delivery, installation, testing, commissioning and execution of approved goods and works at the Specialised Adoption Agency, Sector 15 and District Sakhi One Stop Centre, Gandhinagar, Gujarat.
Expected Date for Contract Award	Expected on or around 10 September 2026, indicative and subject to evaluation, approvals and administrative requirements.
Pre-Dispatch / Pre-Delivery Inspection	Goods/equipment/materials shall not be dispatched/accepted without the required provisional inspection and functional testing documentation, where applicable. UN GCNI may arrange inspection or independent quality testing before dispatch/delivery.
Inspection	UN GCNI-nominated agency/authorized representative may verify specifications, quality, workmanship, safety, functionality and performance. Defective or non-compliant goods and works may be rejected.
Rectification / Replacement	The Supplier/Contractor shall, at no additional cost to UN GCNI, replace defective items or rectify, repair, modify or re-execute non-compliant works identified during inspection, testing, commissioning or within the applicable warranty period.
Final Acceptance	Final payment and commencement of the applicable warranty period shall be subject to satisfactory inspection, testing, commissioning, completion and submission of all required documentation, including warranty certificates, manuals, test reports and handover documents, wherever applicable.

ANNEX 1: SCHEDULE OF REQUIREMENTS

This RFQ invites bids for the Supply, Delivery, Installation, Testing, Commissioning and Execution of approved activities at the Specialised Adoption Agency, Sector 15 and District Sakhi One Stop Centre, Gandhinagar, Gujarat. The intervention aims to improve safety, living conditions, child-friendly environment, learning and digital access, energy reliability, kitchen and food-service facilities, residential/basic services, recreation and overall institutional infrastructure at the two facilities.

1. Background

The intervention is undertaken under the AAI supported CSR initiative to improve institutional infrastructure and the living environment of children and beneficiaries at the Specialised Adoption Agency, Sector 15 and District Sakhi One Stop Centre, Gandhinagar.

The project adopts an integrated approach covering renewable energy, security and surveillance, safety and disaster resilience, kitchen and food-service facilities, basic residential/institutional assets, digital and learning facilities, child-friendly and recreational facilities, administrative assets and other essential institutional infrastructure.

The Schedule of Requirements includes the supply, delivery, installation, testing, commissioning and/or execution of the approved activities and items specified in this Annex.

2. Objective

- Improve the living, care and institutional environment at the Specialised Adoption Agency and District Sakhi One Stop Centre.
- Strengthen safety and security through CCTV surveillance and other appropriate safety measures.
- Improve building safety and disaster resilience through Rapid Visual Screening (RVS) and required interventions.
- Improve kitchen, food, water and related service facilities for better hygiene, convenience and service delivery.
- Promote renewable energy and reliable essential services through solarisation and other required infrastructure.
- Provide safe, durable and appropriate furniture, storage and basic service facilities.
- Improve digital access and administrative facilities through computers, printers, smart TV and related equipment.
- Create a child-friendly and dignified environment for children and beneficiaries, including appropriate clothing, outdoor facilities, swings, slides and benches.
- Improve learning, entertainment and recreational facilities through indoor/outdoor games, toys, music system and other approved assets.

- Ensure all supplied goods and completed works are safe, functional, durable, fit for purpose and compliant with the approved specifications.

The detailed requirements under this RFQ cover the following interventions:

A. Specialised Adoption Agency, Sector 15

- Security measures
- Safety measures
- Improving food, water and kitchen services
- Improving basic services
- Improving assets and environment for better learning and entertainment
- Improving administrative assets

B. District Sakhi One Stop Centre

- Solarisation
- Security measures
- Safety measures
- Improving kitchen services
- Improving basic services
- Making a child-friendly and dignified environment for accompanied children
- Improving administrative assets

The item-wise specifications, quantities and proposed activities shall be as provided in the Schedule of Requirements below, and bidders shall quote against each individual line item without omitting, combining or substituting any item.

3. KEY FEATURES AND OPERATIONAL SCOPE

3.1 TECHNICAL SPECIFICATION TABLE

S. No.	Project / Facility	Proposed Intervention	Proposed Activity / Item	Unit	Remarks
1	Upgradation of Specialized Adoption Agency, Sector 15	a. Security measures	CCTV Camera (Audio & video night vision) from brands like CP Plus or similar with 4 cameras set up, minimum 2 MP resolution	10	
2	Upgradation of Specialized Adoption Agency, Sector 15	b. Safety measures	Rapid Visual Screening (RVS) and interventions for making the building earthquake (and other hazards) resilient	1	
3	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Gas stove (4 burner), Faber, Phillips, Prestige or similar	1	
4	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Juicer from Sujata Powermatic, Phillips, AGARO with motor 240W, 7200 RPM	1	
5	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Cooker, 3 liters	1	

S. No.	Project / Facility	Proposed Intervention	Proposed Activity / Item	Unit	Remarks
6	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Nonstick Handle Kadhai with lid, 2 liters	1	
7	Upgradation of Specialised Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Water jug, 5 liters	1	
8	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Casserole, 2 liters	2	
9	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Stainless steel thermos, 1 liter	1	
10	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Tiffin with 4 containers	1	
11	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Storage canister, 5 kg and 10 kg	10	
12	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Thermoware casserole for roti storage, 2.7 liters	1	
13	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Chopper	1	
14	Upgradation of Specialized Adoption Agency, Sector 15	c. Improving food, water and kitchen services	Kitchen utensils – Pan pot, 1 liter	2	
15	Upgradation of Specialized Adoption Agency, Sector 15	d. Improving basic services	Washing machine (fully automatic, up to 6 kg) from brands like LG, Samsung etc.	1	
16	Upgradation of Specialized Adoption Agency, Sector 15	d. Improving basic services	Dining table with 6 chairs (size suitable for 0 to 6 years children), heavy plastic (4x4) from Neelkamal, Cello or similar	1	
17	Upgradation of Specialized Adoption Agency, Sector 15	d. Improving basic services	Plastic chair for adults	20	
18	Upgradation of Specialized Adoption Agency, Sector 15	e. Improving assets and environment for better learning and entertainment	Smart TV (52 inch) from Sony or similar brands	1	
19	Upgradation of Specialized Adoption Agency, Sector 15	e. Improving assets and environment for better learning and entertainment	Music system from brands like Sony, JBL or similar with 1000 Watt 2.1 channel soundbar	1	
20	Upgradation of Specialized Adoption Agency, Sector 15	e. Improving assets and environment for better learning and entertainment	Wall painting	1	
21	Upgradation of	e. Improving assets	Outdoor and indoor games (lumpsum)	1	

S. No.	Project / Facility	Proposed Intervention	Proposed Activity / Item	Unit	Remarks
	Specialized Adoption Agency, Sector 15	and environment for better learning and entertainment			
22	Upgradation of Specialized Adoption Agency, Sector 15	e. Improving assets and environment for better learning and entertainment	Toys (lumpsum)	1	
23	Upgradation of Specialized Adoption Agency, Sector 15	f. Improving administrative assets	Computer systems from Dell or HP with Intel i5, 8 GB RAM and minimum 256 GB storage and Office package	2	
24	Upgradation of Specialized Adoption Agency, Sector 15	f. Improving administrative assets	Printer from HP or similar brands	2	
25	Upgradation of the District Sakhi One Stop Centre	a. Solarization	Solar panel (3.0 HP 335W × 9 Panel) from Adani, Tata, Shakti or similar brands	1	
26	Upgradation of the District Sakhi One Stop Centre	b. Security measures	CCTV 4 camera set up with 2 MP resolution	14	
27	Upgradation of the District Sakhi One Stop Centre	b. Security measures	Full-size gate (8×4) at indoor stairs (similar to child-proofing gates)	1	
28	Upgradation of the District Sakhi One Stop Centre	c. Safety measures	Rapid Visual Screening (RVS) and interventions for making the building earthquake (and other hazards) resilient	1	
29	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Kitchen modular cabinet	1	
30	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Refrigerator (170 liters) from LG, Godrej or similar brands	1	
31	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Stainless steel dinner set (6 full plates, 6 half plates, 12 bowls, 6 glasses, 6 spoons, 6 forks, 2 serving bowls with lids)	1	
32	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Large steel tiffin (2 liters)	2	
33	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Set of 12 glasses (225 ml transparent)	1	
34	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Set of 12 Borosil cups and saucers	1	
35	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Milton thermos (2 liters)	1	
36	Upgradation of the	d. Improving kitchen	Copper drinking water dispenser with	1	

S. No.	Project / Facility	Proposed Intervention	Proposed Activity / Item	Unit	Remarks
	District Sakhi One Stop Centre	services	tap (15 liters)		
37	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Plastic water bottles (1 liter)	18	
38	Upgradation of the District Sakhi One Stop Centre	d. Improving kitchen services	Milton water bottles (1 liter)	5	
39	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Adult clothing kits (>18 years) – saree, blouse, petticoat/salwar suit dress/gowns, undergarments, all color dupattas	50	
40	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Washing machine (fully automatic top load, 7 kg) from brands like LG	1	
41	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Plastic chair	20	
42	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Chair cushion	20	
43	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Cupboard iron (6×4, two doors), Godrej or similar	4	
44	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Small cupboard (2×2, one door)	6	
45	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Curtains (3×3)	13	
46	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	AC (2 tonnes) from brands like Voltas, LG, Samsung etc.	2	
47	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	AC (1 ton) from brands like Voltas, LG, Samsung etc.	3	
48	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Ceiling fans from Bajaj, Usha or Crompton	5	
49	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Sofa (3×4) from Godrej, Wake fit or other reputed brands	1	
50	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	Sofa (2×3)	1	
51	Upgradation of the District Sakhi One Stop Centre	e. Improving basic services	TV (32 inch) from LG, Panasonic etc.	1	
52	Upgradation of the	e. Improving basic	Wall clock	2	

S. No.	Project / Facility	Proposed Intervention	Proposed Activity / Item	Unit	Remarks
	District Sakhi One Stop Centre	services			
53	Upgradation of the District Sakhi One Stop Centre	f. Making a child-friendly and dignified environment for accompanied children	Baby clothing kits (1, 2, 5, <10 years)	20	
54	Upgradation of the District Sakhi One Stop Centre	f. Making a child-friendly and dignified environment for accompanied children	Adult girls' clothing kits (10–18 years) – long Kurtis, leggings, all color dupattas, undergarments	50	
55	Upgradation of the District Sakhi One Stop Centre	f. Making a child-friendly and dignified environment for accompanied children	Swings	2	
56	Upgradation of the District Sakhi One Stop Centre	f. Making a child-friendly and dignified environment for accompanied children	Slides	1	
57	Upgradation of the District Sakhi One Stop Centre	f. Making a child-friendly and dignified environment for accompanied children	Outdoor benches (4×3)	5	
58	Upgradation of the District Sakhi One Stop Centre	g. Improving administrative assets	Office table (5×3)	1	
59	Upgradation of the District Sakhi One Stop Centre	g. Improving administrative assets	Rolling chair (for senior officials) from Cell bell or similar brands	2	
60	Upgradation of the District Sakhi One Stop Centre	g. Improving administrative assets	Rolling chair (for office administration and staff)	5	
61	Upgradation of the District Sakhi One Stop Centre	g. Improving administrative assets	Computer Dell or HP with 4 GB RAM and 256 GB storage, Intel i3	1	
62	Upgradation of the District Sakhi One Stop Centre	g. Improving administrative assets	Printer	1	

3.2 Operational Scope

- Supply, delivery, installation, testing and commissioning of all approved equipment, furniture, electrical/electronic items, solar systems, CCTV systems, kitchen equipment, digital equipment, child-friendly facilities and other approved items specified in the Schedule of Requirements.

- Include transportation, unloading, installation, assembly, positioning, accessories, fittings, cables, mounting arrangements, connections and all consumables required for proper functioning of the supplied goods and completed works.
- Remove all packaging materials, debris and waste generated during delivery and installation and leave the premises clean, safe and usable.
- Supply and install the approved solarisation system at the District Sakhi One Stop Centre, including mounting structures, wiring, protection systems, controllers, connectors and accessories, and undertake testing and commissioning.
- Supply and install approved security and CCTV systems at the applicable facility/facilities, including cameras, storage, cabling, power supply, mounting arrangements, configuration, testing and demonstration of the complete system.
- Conduct Rapid Visual Screening (RVS)/safety assessment and implement only the approved safety and resilience interventions identified under the project. Structural interventions shall be undertaken only within the approved scope.
- Supply and install approved kitchen equipment and food-service facilities, including applicable kitchen appliances, utensils, storage systems and other approved items.
- Supply and install approved basic service facilities, including furniture, storage, electrical/electronic equipment, air-conditioning and other institutional assets specified in the Schedule of Requirements.
- Supply and install approved digital, administrative and learning/entertainment equipment, including computers, printers, Smart TV, projector and other approved equipment, as applicable.
- Provide approved child-friendly and dignified environment facilities at the District Sakhi One Stop Centre, including the specified child-friendly, recreational and outdoor facilities for accompanied children.
- Undertake approved painting and environmental improvement works at designated locations, using child-friendly and appropriate themes wherever specified.
- Test all applicable systems and equipment and rectify defects, deficiencies or non-compliance before handover.
- Provide basic orientation/training to relevant users and maintenance personnel on the safe and proper use of solar systems, CCTV, kitchen equipment, ACs, digital equipment and recreational/child-friendly facilities, wherever applicable.
- Submit a complete handover dossier, including asset register, delivery challans, installation and commissioning reports, warranties, manuals, test reports, photographs, training/orientation records and handover certificate.

General Notes

- All goods and equipment must be brand new, unused, safe, durable and fit for purpose and comply with applicable Indian standards and approved technical specifications.

- After-sales service and maintenance support shall be available in India, preferably through authorized service facilities in or near Gandhinagar.
- Vendors shall provide appropriate local training/orientation to relevant users and maintenance personnel for supplied systems and equipment.
- All works shall be executed with minimum disruption to the functioning of the Specialised Adoption Agency and District Sakhi One Stop Centre, with strict attention to safety, dignity, privacy and safeguarding requirements.
- Spare parts and service support for supplied equipment shall be available for a reasonable period after delivery and during the applicable warranty period.
- All workers shall comply with applicable occupational health and safety, child safeguarding, environmental and site-conduct requirements while working at the facilities.

A.2 Place of Delivery and Distribution

S. No.	Place of Delivery	Required Items with Minimum Technical Specification	Units
1	Specialised Adoption Agency, Sector 15, Gandhinagar, Gujarat	As specified in the approved Schedule of Requirements for Sector 15	As specified
2	District Sakhi One Stop Centre, Gandhinagar, Gujarat	As specified in the approved Schedule of Requirements for the Sakhi One Stop Centre	As specified

A.3 Project Deliverables

S. No.	Activity Description	Documents to be Submitted (Evidence)	Timeline	Payment %
1	Sector 15 – Security and Safety	CCTV/security installation records, product details, testing reports, warranty documents, photographs and RVS/safety assessment and approved intervention documentation, wherever applicable	As per Contract / approved work plan	
2	Sector 15 – Kitchen and Food/Water Services	Delivery and installation records, product specifications, manuals, testing/commissioning records, warranties and photographs	As per Contract / approved work plan	
3	Sector 15 – Basic Services and Institutional Assets	Delivery challans, installation/assembly confirmation, specifications, warranty documents and photographs	As per Contract / approved work plan	
4	Sector 15 – Digital, Administrative and Other Approved Facilities	Delivery, installation/configuration reports, technical specifications, warranties, photographs and user orientation records, wherever applicable	As per Contract / approved work plan	
5	District Sakhi One Stop Centre – Solarisation	Solar system technical datasheets, delivery challan, installation, testing and commissioning report, warranty documents and photographs	As per Contract / approved work plan	
6	District Sakhi One Stop Centre – Security and	CCTV/security installation and testing reports, warranty documents, photographs, RVS/safety	As per Contract / approved work	

	Safety	assessment and approved intervention documentation, wherever applicable	plan	
7	District Sakhi One Stop Centre – Kitchen Services	Product specifications, delivery/installation records, testing/commissioning reports, manuals, warranties and photographs	As per Contract / approved work plan	
8	District Sakhi One Stop Centre – Basic Services	Delivery/installation records, specifications, manuals, warranties and photographs	As per Contract / approved work plan	
9	District Sakhi One Stop Centre – Child-Friendly and Dignified Environment	Delivery/installation/assembly records, specifications, safety verification, photographs and warranty documents, wherever applicable	As per Contract / approved work plan	
10	District Sakhi One Stop Centre – Administrative Assets	Delivery, installation/configuration reports, specifications, warranties and photographs	As per Contract / approved work plan	
11	Both Facilities – Final Handover	Final testing, commissioning, defect rectification, asset list, warranties, manuals, photographs, training/orientation records and handover certificate	As per Contract	

1. Payment Terms

Payment for supply, installation, testing, commissioning and completion of the approved scope at Sector 15 and District Sakhi One Stop Centre shall be released in two phases:

Phase 1 – Initial Payment: 15%

- Submission of required technical/compliance documents.
- Completion of applicable pre-delivery/pre-installation inspection.
- Acceptance of relevant goods/equipment/works.

Phase 2 – Final Payment: 85%

- Successful delivery and installation of all approved items.
- Completion of testing and commissioning.
- Submission of warranties, manuals, completion report, photographs, asset register and handover documents.

Note: Final payment shall be released only after satisfactory completion and acceptance of the approved scope at both facilities.

2. Warranty

Item Category	Warranty Period
Solar Systems	Minimum 1 year or manufacturer standard, whichever is longer
CCTV / Digital Equipment	Minimum 1 year or manufacturer standard
Electrical / AC / Kitchen Equipment	Minimum 1 year or manufacturer standard
Furniture / Fixtures	Minimum 1 year against manufacturing/workmanship defects
Civil / Safety Works	As specified in the Contract
Other Components	As per manufacturer standard

- Defects covered under warranty shall be repaired/replaced by the Supplier at no additional cost.
- Warranty support shall preferably be provided through authorized/local service facilities in or near Gandhinagar.
- Critical failures affecting safety, security, power or essential operations shall receive prompt technical response.
- The Supplier shall maintain asset and warranty records.

3. Timeline – 60 Days

The successful Bidder shall complete the approved scope within 60 days from the date of Contract/Purchase Order.

The implementation shall include:

1. Initiation and Planning – Site verification, procurement planning and mobilization.
2. Site Coordination – Coordination with Sector 15 and Sakhi Centre authorities.
3. Delivery and Installation – Safe delivery, unloading, installation and assembly.
4. Testing and Commissioning – Testing of applicable solar, CCTV, electrical, digital, kitchen and other systems.
5. User Orientation – Basic training on operation, safety and maintenance.
6. Handover – Submission of asset register, manuals, warranties, test reports and photographs.
7. Demobilization – Removal of packaging/debris and cleaning of the premises.
8. Post-Handover Support – Warranty and after-sales service as applicable.

4. Implementation Plan

- UN GCNI shall provide implementation instructions and site/contact details to the successful Bidder.
- The Bidder shall prepare a suitable sequence covering procurement, site verification, delivery, installation, testing, commissioning, training and handover.
- The Bidder shall ensure adequate qualified manpower, tools, equipment and technical support.
- At least one qualified technical representative shall supervise major installation and commissioning activities.

5. Vendor Commitments and Execution Protocol

5.1 Technical Support

- Provide qualified technical personnel for installation, commissioning and post-handover support.
- Submit service contact details and escalation arrangements.

5.2 Quality Control and Inspection

- Ensure quality inspection before dispatch, wherever applicable.
- Submit product datasheets, certificates, warranty documents and inspection records.
- UN GCNI may inspect goods and works before acceptance.

5.3 Testing and Commissioning

- Test all applicable systems and equipment for proper operation.
- Solar systems, CCTV, electrical equipment, digital equipment, ACs, kitchen equipment and other installations shall be tested before handover.
- Rectify defects before final acceptance.

5.4 Safety and Compliance

- Ensure compliance with applicable Indian standards and safety requirements.
- Ensure safe electrical connections, mounting, structural stability and installation.
- Comply with occupational health, safety, environmental and safeguarding requirements.

5.5 Final Acceptance and Handover

- Submit commissioning/handover certificate, photographs, test reports, warranties, manuals, training records and final asset list.
- Final acceptance shall be subject to satisfactory completion and verification.

5.6 Replacement and Warranty

- Repair or replace defective items covered under warranty at no additional cost.
- Provide minimum one-year warranty or applicable manufacturer standard.

5.7 Post-Handover Support

- Provide manuals, warranty cards and service details.
- Provide technical support and refresher orientation where required.
- Maintain prompt communication for complaint resolution.

6. Pricing, Delivery, Warranty and After-Sales

Unit Prices

Quoted prices shall include supply, transportation, unloading, installation/assembly, testing, commissioning, training/orientation, warranty and all other costs required for complete operational readiness, with GST shown separately as specified in the RFQ.

Delivery Requirements

- All approved goods and works shall be completed within 60 days from Contract/Purchase Order.
- Goods shall be delivered safely to the designated locations.
- Any damage during transportation shall be the Supplier's responsibility.
- Proper delivery challans and receiving records shall be maintained.
- The Supplier shall protect goods until successful delivery, installation and handover.

Exact Delivery Locations

1. Specialised Adoption Agency, Sector 15, Gandhinagar, Gujarat
2. District Sakhi One Stop Centre, Gandhinagar, Gujarat

Detailed contact and site-access information shall be provided by UN GCNI/authorized project representatives.

Training on Operation and Maintenance

The Supplier shall provide basic training/orientation at the relevant facility covering:

- Safe operation and use
- Basic maintenance
- Troubleshooting
- Safety precautions
- Warranty/service procedures

After-Sales Service

- Provide qualified technical support.
- Provide helpdesk/contact details and escalation mechanism.
- Provide onsite warranty support where required.
- Respond promptly to complaints and service requirements.

ANNEX 2: QUOTATION SUBMISSION FORM

(For Upgradation of Specialized Adoption Agency, Sector 15 and District Sakhi One Stop Centre)

The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to the required information shall be permitted and no substitutions shall be accepted.

Bid Information	Details
Bidder Name	
Registered Address	
Authorized Representative	
Telephone / Mobile	
Email	
GSTIN	
PAN	
Quotation Validity	
Delivery / Completion Period	

Company Profile

Provide a brief profile of the company/firm, including relevant experience, service capability and geographic coverage.

Previous Relevant Experience

Name of Previous Contract	Client & Contact Details	Contract Value	Period	Type of Activities

Bidder's Declaration

The undersigned hereby declares that:

- We have examined the RFQ documents and have no reservations to the requirements specified.
- We confirm that the products/services offered comply with the specifications stated in Annex 1, except where deviations are expressly disclosed.
- We agree to deliver/complete the requirements within the agreed period from issuance of the Purchase Order/Contract.

- We confirm availability of appropriate after-sales/service support for applicable equipment.
- We certify that all information provided in this submission is true and correct.

Authorized Signature: _____

Name: _____

Title: _____

Company Seal: _____

Date: _____

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS / WORKS / SERVICES

(For Upgradation of Specialized Adoption Agency, Sector 15 and District Sakhi One Stop Centre)

TECHNICAL OFFER

The bidder shall provide the following information:

- Company profile and relevant experience.
- Method statement and delivery/implementation plan.
- Descriptive literature/catalogues for applicable products.
- Make, model and detailed technical specifications for each applicable line item.
- Warranty and after-sales service arrangements.
- Details of deviations, if any.
- GST registration, PAN and other statutory documents.
- Manufacturer's Authorization Certificate where the bidder is not the OEM, where applicable.
- Financial capacity documents as may be requested.
- Evidence of relevant previous contracts/experience.

Technical Compliance Table

S. No.	Required Item / Specification	Offered Specification	Make / Model	Compliance (Yes/No)
1	CCTV Camera (Audio & video night vision) from brands like CP Plus or similar with 4 cameras set up, minimum 2 MP resolution			
2	Rapid Visual Screening (RVS) and interventions for making the building earthquake (and other hazards) resilient			
3	Gas stove (4 burner), Faber, Phillips, Prestige or similar			
4	Juicer from Sujata Powermatic, Phillips, AGARO with motor 240W, 7200 RPM			
5	Kitchen utensils – Cooker, 3 liters			

S. No.	Required Item / Specification	Offered Specification	Make / Model	Compliance (Yes/No)
6	Kitchen utensils – Nonstick Handle Kadhai with lid, 2 liters			
7	Kitchen utensils – Water jug, 5 liters			
8	Kitchen utensils – Casserole, 2 liters			
9	Kitchen utensils – Stainless steel thermos, 1 liter			
10	Kitchen utensils – Tiffin with 4 containers			
11	Kitchen utensils – Storage canister, 5 kg and 10 kg			
12	Kitchen utensils – Thermoware casserole for roti storage, 2.7 liters			
13	Kitchen utensils – Chopper			
14	Kitchen utensils – Pan pot, 1 liter			
15	Washing machine (fully automatic, up to 6 kg) from brands like LG, Samsung etc.			
16	Dining table with 6 chairs (size suitable for 0 to 6 years children), heavy plastic (4x4) from Neelkamal, Cello or similar			
17	Plastic chair for adults			
18	Smart TV (52 inch) from Sony or similar brands			
19	Music system from brands like Sony, JBL or similar with 1000 Watt 2.1 channel soundbar			
20	Wall painting			
21	Outdoor and indoor games (lumpsum)			
22	Toys (lumpsum)			
23	Computer systems from Dell or HP with Intel i5, 8 GB RAM and minimum 256 GB storage and Office package			
24	Printer from HP or similar brands			
25	Solar panel (3.0 HP 335W × 9 Panel) from Adani, Tata, Shakti or similar brands			
26	CCTV 4 camera set up with 2 MP resolution			
27	Full-size gate (8x4) at indoor stairs (similar to child-proofing gates)			
28	Rapid Visual Screening (RVS) and interventions for making the building earthquake (and other hazards) resilient			
29	Kitchen modular cabinet			
30	Refrigerator (170 liters) from LG, Godrej or similar brands			
31	Stainless steel dinner set (6 full plates, 6 half plates, 12 bowls, 6 glasses, 6 spoons, 6 forks, 2 serving bowls with lids)			
32	Large steel tiffin (2 liters)			
33	Set of 12 glasses (225 ml transparent)			
34	Set of 12 Borosil cups and saucers			
35	Milton thermos (2 liters)			
36	Copper drinking water dispenser with tap (15 liters)			
37	Plastic water bottles (1 liter)			
38	Milton water bottles (1 liter)			

S. No.	Required Item / Specification	Offered Specification	Make / Model	Compliance (Yes/No)
39	Adult clothing kits (>18 years) – saree, blouse, petticoat/salwar suit dress/gowns, undergarments, all color dupattas			
40	Washing machine (fully automatic top load, 7 kg) from brands like LG			
41	Plastic chair			
42	Chair cushion			
43	Cupboard iron (6×4, two doors), Godrej or similar			
44	Small cupboard (2×2, one door)			
45	Curtains (3×3)			
46	AC (2 tonnes) from brands like Voltas, LG, Samsung etc.			
47	AC (1 ton) from brands like Voltas, LG, Samsung etc.			
48	Ceiling fans from Bajaj, Usha or Crompton			
49	Sofa (3×4) from Godrej, Wake fit or other reputed brands			
50	Sofa (2×3)			
51	TV (32 inch) from LG, Panasonic etc.			
52	Wall clock			
53	Baby clothing kits (1, 2, 5, <10 years)			
54	Adult girls' clothing kits (10–18 years) – long Kurtis, leggings, all color dupattas, undergarments			
55	Swings			
56	Slides			
57	Outdoor benches (4×3)			
58	Office table (5×3)			
59	Rolling chair (for senior officials) from Cell bell or similar brands			
60	Rolling chair (for office administration and staff)			
61	Computer Dell or HP with 4 GB RAM and 256 GB storage, Intel i3			
62	Printer			

Technical Declaration

THE OFFERED PRODUCTS / SERVICES ARE IN ACCORDANCE WITH THE REQUIRED TECHNICAL SPECIFICATIONS AND REQUIREMENTS UNDER THIS RFQ:

☐ YES ☐ NO

ANY DEVIATIONS MUST BE LISTED BELOW:

Clause Reference	Description of Deviation	Justification

FINANCIAL OFFER

The Financial Offer must be submitted in the format below.

S. No.	Description	Qty	UOM	Unit Price (INR)	GST / Other Tax	Total Price (INR)
1	CCTV Camera (Audio & video night vision) from brands like CP Plus or similar with 4 cameras set up, minimum 2 MP resolution	10				
2	Rapid Visual Screening (RVS) and interventions for making the building earthquake (and other hazards) resilient	1				
3	Gas stove (4 burner), Faber, Phillips, Prestige or similar	1				
4	Juicer from Sujata Powermatic, Phillips, AGARO with motor 240W, 7200 RPM	1				
5	Kitchen utensils – Cooker, 3 liters	1				
6	Kitchen utensils – Nonstick Handle Kadhai with lid, 2 liters	1				
7	Kitchen utensils – Water jug, 5 liters	1				
8	Kitchen utensils – Casserole, 2 liters	2				
9	Kitchen utensils – Stainless steel thermos, 1 liter	1				
10	Kitchen utensils – Tiffin with 4 containers	1				
11	Kitchen utensils – Storage canister, 5 kg and 10 kg	10				
12	Kitchen utensils – Thermoware casserole for roti storage, 2.7 liters	1				
13	Kitchen utensils – Chopper	1				
14	Kitchen utensils – Pan pot, 1 liter	2				
15	Washing machine (fully automatic, up to 6 kg) from brands like LG, Samsung etc.	1				
16	Dining table with 6 chairs (size suitable for 0 to 6 years children), heavy plastic (4x4) from Neelkamal, Cello or similar	1				
17	Plastic chair for adults	20				
18	Smart TV (52 inch) from Sony or similar brands	1				
19	Music system from brands like Sony, JBL or similar with 1000 Watt 2.1 channel soundbar	1				
20	Wall painting	1				
21	Outdoor and indoor games (lumpsum)	1				
22	Toys (lumpsum)	1				
23	Computer systems from Dell or HP with Intel i5, 8 GB RAM and minimum 256 GB storage and Office package	2				
24	Printer from HP or similar brands	2				
25	Solar panel (3.0 HP 335W × 9 Panel) from Adani, Tata, Shakti or similar brands	1				
26	CCTV 4 camera set up with 2 MP resolution	14				
27	Full-size gate (8x4) at indoor stairs (similar to child-proofing gates)	1				
28	Rapid Visual Screening (RVS) and interventions for making the building earthquake (and other hazards) resilient	1				
29	Kitchen modular cabinet	1				
30	Refrigerator (170 liters) from LG, Godrej or similar	1				

S. No.	Description	Qty	UOM	Unit Price (INR)	GST / Other Tax	Total Price (INR)
	brands					
31	Stainless steel dinner set (6 full plates, 6 half plates, 12 bowls, 6 glasses, 6 spoons, 6 forks, 2 serving bowls with lids)	1				
32	Large steel tiffin (2 liters)	2				
33	Set of 12 glasses (225 ml transparent)	1				
34	Set of 12 Borosil cups and saucers	1				
35	Milton thermos (2 liters)	1				
36	Copper drinking water dispenser with tap (15 liters)	1				
37	Plastic water bottles (1 liter)	18				
38	Milton water bottles (1 liter)	5				
39	Adult clothing kits (>18 years) – saree, blouse, petticoat/salwar suit dress/gowns, undergarments, all color dupattas	50				
40	Washing machine (fully automatic top load, 7 kg) from brands like LG	1				
41	Plastic chair	20				
42	Chair cushion	20				
43	Cupboard iron (6×4, two doors), Godrej or similar	4				
44	Small cupboard (2×2, one door)	6				
45	Curtains (3×3)	13				
46	AC (2 tonnes) from brands like Voltas, LG, Samsung etc.	2				
47	AC (1 ton) from brands like Voltas, LG, Samsung etc.	3				
48	Ceiling fans from Bajaj, Usha or Crompton	5				
49	Sofa (3×4) from Godrej, Wake fit or other reputed brands	1				
50	Sofa (2×3)	1				
51	TV (32 inch) from LG, Panasonic etc.	1				
52	Wall clock	2				
53	Baby clothing kits (1, 2, 5, <10 years)	20				
54	Adult girls' clothing kits (10–18 years) – long Kurtis, leggings, all color dupattas, undergarments	50				
55	Swings	2				
56	Slides	1				
57	Outdoor benches (4×3)	5				
58	Office table (5×3)	1				
59	Rolling chair (for senior officials) from Cell bell or similar brands	2				
60	Rolling chair (for office administration and staff)	5				
61	Computer Dell or HP with 4 GB RAM and 256 GB storage, Intel i3	1				
62	Printer	1				

QUOTATION TOTAL (Without GST): INR _____

GST / Other Taxes: INR _____

Total Quotation Including Taxes (INR): _____

Note: The quoted price must include all costs necessary to supply, deliver, install and/or complete the relevant item, as applicable.

ANNEX 4: SITE SPECIFIC DETAILS

S. No.	Facility	Location	Nature of Requirement	Site / Bidder Remarks
1	Specialized Adoption Agency, Sector 15	Sector 15, Gandhinagar, Gujarat	Security, safety, food/water/kitchen services, basic services, learning/entertainment and administrative assets	
2	District Sakhi One Stop Centre	Gandhinagar, Gujarat	Solarization, security, safety, kitchen services, basic services, child-friendly environment and administrative assets	

ANNEX 5: GENERAL CONDITIONS OF CONTRACT (GTC)

Condition	Requirement
1. Contract Documents	The Purchase Order/Contract, RFQ, accepted quotation and applicable annexures shall form the contract documents.
2. Delivery and Completion	The supplier shall deliver/complete the items within the agreed period and at the locations specified by the Procuring Organization.
3. Quality	All goods shall be new, unused and conform to the specifications accepted under the contract.
4. Inspection and Acceptance	The Procuring Organization may inspect goods/services before or after delivery. Acceptance shall be subject to satisfactory compliance.
5. Warranty	Applicable equipment shall carry the manufacturer/supplier warranty stated in the quotation and accepted by the Procuring Organization.
6. Defects	The supplier shall promptly rectify or replace defective goods/services at its cost during the applicable warranty period.
7. Payment	Payment shall be made against accepted deliverables and required supporting documentation in accordance with Annex 7.
8. Taxes	Taxes shall be handled as stated in the financial offer and applicable law.
9. Confidentiality	The supplier shall maintain confidentiality of information obtained in connection with the assignment.
10. Compliance	The supplier shall comply with applicable laws, safety requirements and ethical procurement requirements.
11. Termination	The Procuring Organization may terminate the contract for material breach, non-performance or other grounds specified in the contract.
12. Force Majeure	Neither party shall be liable for failure caused by events beyond reasonable control, subject to timely notice.

ANNEX 6: MODEL CONTRACT**MODEL CONTRACT FOR SUPPLY / INSTALLATION / PROVISION OF GOODS, WORKS AND/OR SERVICES**

Particular	Details
Contract No.	
Date	
Procuring Organization	United Nations Global Compact Network India (UN GCNI–India)
Supplier / Contractor	
Project / Facility	Specialized Adoption Agency, Sector 15 and District Sakhi One Stop Centre
Contract Value	INR
Completion / Delivery Period	
Warranty / Service Period	
Place of Delivery / Work	Gandhinagar, Gujarat

The Supplier agrees to supply, install, execute and/or provide the goods, works and services specified in the accepted quotation and Annex 1 of this RFQ in accordance with the terms and conditions of this Contract.

For and on behalf of UN GCNI–India

Signature: _____

Name / Designation: _____

Date: _____

For and on behalf of Supplier

Signature: _____

Name / Designation: _____

Company Seal: _____

Date: _____

ANNEX 7: FORMS FOR RELEASE OF PAYMENTS**FORM A: CONSIGNEE / USER ACCEPTANCE CERTIFICATE**

The following goods/works/services have been received/completed and inspected:

Particular	Details
Name of Item / Work	
Make & Model (where applicable)	
Purchase Order / Contract No.	
Supplier Name	
Quantity / Scope	
Place of Destination	
Invoice No. & Date	
Date of Receipt / Completion	

The undersigned hereby certifies that the aforesaid goods/works/services have been received/completed in satisfactory condition and are accepted, subject to the contract terms.

Signature: _____

Name: _____

Designation with Stamp: _____

Date: _____

Countersigned by:

Signature: _____

Name: _____

Date: _____

FORM B: DELIVERY / INSTALLATION / COMPLETION CERTIFICATE

This is to certify that the supplier has satisfactorily delivered/installed/completed the following requirement(s):

Particular	Details
Purchase Order / Contract No.	
Description of Goods / Work / Service	
Quantity	
Name of Consignee / Facility	
Delivery / Completion Date	

The supplier has fulfilled the applicable contractual obligations regarding delivery, installation/commissioning, submission of manuals/warranty documents and other required handover documentation.

Signature: _____

Name: _____

Designation with Stamp: _____

Date: _____

Countersigned by:

Signature: _____

Name: _____

Date: _____