SHORT NOTICE REQUEST FOR QUOTATION (RFQ)

TOR for procuring Materials and Installation of Solar Powered Community Safe Drinking Water Structure at Naduar Cluster of Assam and Lower Dibang Valley of Arunachal Pradesh.

Date of Enquiry: **07-11- 2026**
Enquiry Number: ENQUIRY/IGS/NE-HIGHLANDS/2026-27/16

1. Background of the Organization

Indian Grameen Services (IGS) is a not-for-profit company registered under Section 8 of the Companies Act, 2013 and established in 1987 as an action research organization. The mission of IGS is "Incubating Innovations for Pro-poor Sustainable Livelihoods", promoting the vision of "Sustainable Livelihoods, Prosperous Households". IGS collaborates with Government departments, CSR agencies, foundations, and international development agencies. At present, IGS operates in 11 states and has positively impacted more than 3 million marginalized households.

2. Purpose of the Assignment:

To address the issue of heavily contaminated drinking water in the project villages, the construction of solar-powered community drinking water structures will involve deep boring connected with a solar pump to provide safe. drinking water to the residents. The specifications include a 3 HP Solar Pump, 5000WP Solar panel, MPPT Pump Controller, ACDC Motor, Soft Starter, and other necessary components. It will be installed to lift the water, and a concrete elevated water storage tank with a capacity of 7,500 litters will be built to store the water for community use for safe drinking water purposes. Additionally, water filters will be installed to ensure the water's safety and quality.

3. Scope of Work

- Job Activity 1: Installation of 4 Number of Solar Powered Community Safe Drinking Water Structure at Naduar, Assam (3 Nos) and LDV, Arunachal Pradesh (1 No) as detailed in **Annexure A.**

Interested vendors are encouraged to visit the project locations before submitting quotations to understand the intensity of the activity and volume of work.

4. Eligibility Criteria

- Experience in similar assignments with proven track record in last last FY.
- Experience of working in Arunachal Pradesh is desirable.
- Financial capability to complete the assignment.
- Technical Capacity for filling SOR Comparison Statement

5. Address for Submission:

Filled in RFQ shall be addressed to the Procurement Committee, Indian Grameen Services, Naduar (P1055) Program vide mail on 13th November 20206 to the procurement team as mentioned in point number 5. For any query regarding the procurement, you can mail to the mail address as mentioned:

Email
procurement@igsindia.org.in

6. Submission Deadline:

Quotations must be submitted within five (6) days from the date of issue of this enquiry letter, i.e., on **13th October 2026**, by 2:00 PM. Interested vendors are required to submit their quotations in hard copy, duly sealed in an envelope, and deposit them in the designated quotation box after getting entered in the incoming register at the Indian Grameen Services (IGS), Naduar Cluster Office. The local parties can also submit their quotation at IGS cluster office at LDV. The RFQs signed in all pages along with the attachments shall be opened on **13th October 2026** at 16:00 Hrs at the IGS, Naduar Cluster Office.

7. Documents to be Submitted

- An application showing interest to work for the job
- **Annexure A** being the quotation details is an integral part of the quotation
- **Annexure B** being the SOR Comparison statement is mandatory for L1 party
- Copies of Registration Certificate, PAN Card, GST Registration Certificate, MSME Certificate (if applicable)
- Tax declaration or annual turnover for the last year.
- Summary of similar work experience in the last FY.
- Conflict of Interest Declaration (Declaration not to share information with any other party, any other staff of IGS, Declaration of relation of any IGS staff etc)

8. Quotation Requirements

- Quotations to be submitted for Solar Powered Community Safe Drinking Water Structure only.
- Quotation Number and Date, Contact Number and Email ID, GST Number, GST shown separately. The quotations should reflect GST amount and Basic amount separately)
- ***Quotation to be submitted on 13th Nov 26 vide mail or the Hard copy of Quotation to be submitted at any IGS cluster office within the same period. The vendors who have directly mailed their quotation, should ensure to send their hard copies on or before 16th November 2026***.
- Organization Seal and Authorized Signature is mandatory in the quotation
- Quotations should remain valid for 60 days from the submission deadline
- Material Delivery Schedule should be within 7 days upon signing the PO / JO and Installation to be done within one month.
- **Completed Annexure A and B** which are integral part of the quotations.

09. General Terms and Conditions

- Payment terms and delivery schedule shall be clearly indicated. (60% as Advance, 40% after Delivery and Installation of the system)
- IGS reserves the right to accept or reject any or all quotations without assigning any reason.
- Submission of a quotation does not guarantee award of the contract.
- IGS may negotiate with the selected vendor before awarding the Contract.
- The selected vendor shall comply with all statutory requirements and IGS procurement policies.

The interested vendor is requested to submit their quotation **with proof of eligibility criteria and communicate with the members as mentioned in point number 4 for any clarification, if needed**