



GOVERNMENT OF INDIA  
LAKSHADWEEP ADMINISTRATION  
(ELECTRICITY SUBDIVISION)  
WILLINGDON ISLAND, KOCHI – 682 003

F.No. II/IV/1/Ele-Kch/2017-18/78

Dated: 04/03/2019

**QUOTATION NOTICE**

Sealed quotations are invited by the undersigned till **3 PM on 11/03/2019** for the supply of items as per the annexure. The quotations will be opened by the undersigned at **3.15 PM** on the date indicated above in the presence of intending tenderers if any present on the occasion. Terms and conditions are specified below.

1. All the covers containing quotations shall be sealed and clearly superscribed superscribed **“Quotation for the urgent supply of Toner Cartridge for Konica Minolta Page Pro 1390 MF for Kavaratti Island with quotation no. and due date”** and addressed to the Assistant Engineer (Ele), UT of Lakshadweep, Indira Gandhi Road, Willingdon Island, Kochi – 682003, shall be posted well in advance so as to reach him within the date and time prescribed. Quotations received after the said date and time will be rejected forthwith.
2. *The items are required to be supplied at department’s godown at Willingdon island Kochi – 682 003, Kerala. The representative of the supplier in person should hand over the materials with invoice & copy of the purchase order to the Junior Engineer (Ele), Stores or Store Keeper, properly. Department will accept the materials only after satisfying the quality and quantity of the materials delivered by the representative of the supplier and will not accept packets delivered by courier or by parcel. The offers made delivery ex-supplier’s godown, through parcel, courier etc. will not be considered and rejected. .*
3. The quotationers are responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defects in the item supplied are noticed, such items will be rejected. The rejected items should be cleared from our premises by the suppliers at their own risk and responsibility within a week from date of objection/rejection.
4. The undersigned does not bind himself to accept the lowest or any quotation and reserves himself the right of accepting the whole or any part of the quotation and the quotationer shall be bound to supply the accepted items at the rates quoted.
5. On taxable items of supply, GST will be paid by the department wherever applicable at the ruling rates prevailing at the time of supply.
6. No advance payment will be made against the supplies/ works. Quotations demanding advance payment and clearance through banks will not be accepted.
7. The Original Quotation Notice should be submitted with party’s signature and seal along with firm’s quotation preferably by typed.
8. **Rates quoted** by the quotationers shall be **valid for a period of 6 months** from the date of opening of quotations.
9. The quantity given in this notice is approximate only. The department shall place supply order up to 6 months from the date of opening of the tenders if any requirement comes during this period and the quotationer is bound to supply the items at the same rates and terms and conditions.

10. Materials are required to be supplied **within 30 days** on placement of firm order. Therefore, delivery period shall be clearly mentioned in the quotation. Any extension in the delivery period after the supply order is placed may result in the cancellation of the supply order. In case the quotationer becomes unable to effect supply within the time limit prescribed by the department the supply order is likely to be cancelled and EMD will be forfeited.
11. The rate should be quoted for the unit shown in the schedule and quotations which do not indicate this essential information will not be considered.
12. The rate quoted should be firm and final and any enhancement requested later on shall not be entertained.
13. The quotations will be opened by the committee constituted for the purpose at **the time and date specified above** in the presence of intending quotationers if any present on the occasion.
14. Delivery should be completed within the time stipulated in the firm order. For belated supplies penalty will be imposed @ 1% per week or part thereof subject to maximum 10% on the bill of the materials supplied late unless the delay is due to recognized force major conditions.
15. The **Earnest Money deposit of Rs. 500/- (Rupees Five Hundred only)** shall be deposited along with your quotation documents by way of DD drawn in favor of Assistant Engineer Electrical, Lakshadweep office Willingdon Island Kochi-3 encashable at Syndicate Bank W/Island Kochi-3, the quotation without EMD shall be rejected.
16. EMD of unsuccessful quotationers shall be refunded ater the finalization of quotations and EMD of successful quotationer shall refund after completion of full supply of materials / warranty Period.
17. All the items offered shall be of branded items conforming in all respects, to the relevant Indian Standard specification with up to date amendments wherever applicable. ***The brand of items offered shall be clearly indicated in the tender.***
18. Total lowest value offered will be considered subject to the quality of the product offered. Therefore, the bidders have to quote for all the items.

**Sd/-**  
**(A.M. FATHIMA MANICA)**  
Assistant Engineer (Ele)

To

- 1) Notice Board
- 2) Central Public Procurement Portal
- 3) UTL Tender Portal.

Copy submitted to the Executive Engineer (Ele), Kavaratti with reference to message no. Nil dated 26/02/2019.

**ANNEXURE - A**  
**Schedule of items / work**

Quotation F.No. II/IV/1/Ele-Kch/2017-18/78      dated: 04/03/2019

| <b>S.No.</b> | <b>Description</b>  | <b>Qty</b> | <b>Unit</b> | <b>Rate</b> | <b>GST</b> | <b>Amount</b>      |
|--------------|---|------------|-------------|-------------|------------|--------------------|
| <b>(a)</b>   | <b>(b)</b>  | <b>(c)</b> | <b>(d)</b>  | <b>(e)</b>  | <b>(f)</b> | <b>(e + f) x c</b> |
| 1            | Toner Cartridge for Konica Minolta Page Pro 1390 MF Printer | 2          | Nos         |             |            |                    |

**Sd/-**  
**(A.M. FATHIMA MANICA)**  
Assistant Engineer (Ele)