

## DISTRICT RURAL DEVELOPMENT AGENCY, SUBARNAPUR

No. 2076 /Dt. 21-05-2020

### QUOTATION CALL NOTICE

Sealed Quotations are invited from interested Suppliers/ Distributors/ Dealers for supply of items as per the specification given below for official use. The detailed Quotation Paper along with terms & conditions can be obtained from the office of the undersigned or can be downloaded from the website [www.subarnapur.nic.in](http://www.subarnapur.nic.in). The evaluation forms & format of quotation completed in all respect must be sealed cover super scribed as "Quotation for supply of Desktop Computer, Printer, Camera & Steel Almirah" addressed to the **Project Director, DRDA, Subarnapur- 767017** should reach by Regd. Post/Speed Post/ Courier on or before 10.06.2020 by 1.00 PM and shall be opened on the same day at 4.00 PM in the presence of the Bidders or their authorized representatives.


The undersigned reserves the right to accept or modify or reject any or all the quotation(s) without assigning any reasons thereof.

#### **1: Specification of the Items:-**

Sl. No	Brief Description of the Items	Specification	Brand	Delivery period	Quantity
1	<b>Desktop Computer</b>	Windows Edition: Windows 10 Pro, Processor: Intel (R) Core (TM) i5-7500, Hard Disk- 1TB,CPU@3.40GHz 3.41 GHz, Memory (RAM) – 4.00 GB, System Type-64 Bit, OS- x64-based Processor	HP	Within 7 days from issue of Purchase Order	1
2	<b>Printer (All in One)</b>	Multifunctional Laser Printer (Black & white) Duplex Printing PPM-22ppm DPI-1200x600 dpi Photo Copier & Scanner	HP	Within 7 days from issue of Purchase Order	2
3	<b>Camera</b>	Compact Digital Camera with 16 MP resolutions having 3 inch LCD, Image Sensor-Pixel- 1/2.3 in, Type-CMOS. Lens-16.7 million, Digital Zoom-Lens with -40x Optical Zoom up to 4x. Connectivity-USB, WIFI, Bluetooth, NFC, HDMI, ISO-Auto, Manual, 125-6400 Battery-600 shots using alkaline batteries. Accessories-Camera Strap, Battery, Lens Cap, USB Cable, Warranty-One Year.	NIKON/ CANON	Within 7 days from issue of Purchase Order	1
4	<b>Steel Almirah</b>	Size;(78X36X19) inch with 4 adjustable selves	Godrej	Within 7 days from issue of Purchase Order	1

## 7. Award of contract-

- i. The Purchaser will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and who has offered reputed make/ model with lowest quotation price.
- ii. The bidder whose bid 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 purchase order.
- iii. Payment shall be made after delivery and installation of the goods through e-transfer on submission of the bills and vouchers.
- iv. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- vii. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.
- v. Notwithstanding the above, the undersigned reserves the right to accept, modify or reject any/all quotations and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
- vi. The 1st Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification and requirement.

  
Project Director  
DRDA, Subarnapur

Memo No. 2077 / Date 21-05-2020

Copy forwarded to the DIO, NIC, Subarnapur for information and necessary action with a request to hoist the notice in District website.

Copy forwarded to the D.I & PRO, Subarnapur/ All BDOs with a request to affix the above quotation call notice in their notice board for wide publicity.

Copy to the Notice Board of DRDA, Subarnapur

  
Project Director  
DRDA, Subarnapur

## 2. Bid Price:-

- a) The transportation & Installation charges are also to be included in the Bid Price.
- b) All taxes, duties and other levies payable by the dealer under the contract shall be included in the Bid Price.
- c) 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.
- d) The Prices should be quoted in Indian Rupees only.

## Terms & Conditions:-

- i) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- ii) The Bidders are required to deposit an earnest money of **Rs.5,000/- (Rupees Five Thousand only)** in shape of Demand Draft in favour of the "**Project Director, DRDA, Subarnapur**" payable at **Sonepur**. Quotation papers submitted without E.M.D shall not be accepted. The EMD will be forfeited, if a Bidder (i) withdraws its Bid during the validity period of the Bid or (ii) Fails to perform the contractual obligations as per the Purchase Order. The E.M.D. amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.
- iii) The Bidders are required to deposit Quotation paper cost in shape of Demand Draft of Rs.1,000/-(Rupees One Thousand)only in favour of Project Director, DRDA, Subarnapur payable at Sonepur while submitting Bid.

## 3. Validity of Quotation-

Quotation shall be valid for a period not less than 60 days after the deadline date specified for submission of Quotation.

4. Quotationers to filed two sealed cover i:e one containing "Technical Bid" in prescribed format and 2<sup>nd</sup> containing "Financial Bid" in prescribed format. The sealed must be marked as "Technical Bid" and "Financial Bid". First Technical Bid will be open and evaluated by the committee and successful quotation in Technical Bid, their financial bid will be taken into account.

5. Quotations received late and incomplete will not be considered.

## 6. Evaluation of Quotations-

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms & conditions and specifications. The Quotations would be evaluated for each item separately given in the Quotation format.

## While submitting the bid, the bidders should furnish the following documents:-

- i. Self attested copy of PAN No. with seal & signed.
- ii. Self attested copy of GST Registration Certificate with seal & signed.
- iii. Self attested copy of up to date GST clearance certificate with seal & signed.
- iv. Self attested copy of IT Return & Audit report of financial year 2018-19, 2017-18 & 2016-17 with seal & signed.
- v. Quotation paper cost in shape of DD of Rs.1,000/-.
- vi. EMD in shape of DD.

**EVALUATION FORMAT**

<b>1</b>	Name of the Supplier	
<b>2</b>	Full address: Telephone/ Mobile no. Fax no. E-mail address :	
<b>3</b>	PAN No. (Copy to be attached)	
<b>4</b>	GST TIN No. (Copy to be attached)	
<b>5</b>	Up to date GST Clearance Certificate (Copy to be attached)	
<b>6</b>	IT Return & Audit report of financial year 2018-19, 2017-18 & 2016-17 (Copy to be attached)	
<b>7</b>	Quotation Paper Cost of Rs.1,000/-	DD No.....Date.....
<b>8</b>	EMD of Rs.5,000/-	DD No.....Date.....

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder with seal**

**Date:**

**DECLARATION**

It is hereby declared that I/ we the undersigned, have read and examined all the terms and conditions of the Bid document for which I/ we have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the Bid document are fully acceptable to me/ us and I/ we will abide by the terms and conditions laid in the document. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this Quotation is given to me/us.

**Full Signature of the Bidder with seal**

**Date :**

## QUOTATION FORMAT

(To be filled in by the bidder without any overwriting)

I/ We do hereby submit item wise quotation below.

Sl. No.	Description of Goods	Specifications of Goods	Rate Offered per unit (in
1	Desktop Computer	<u>Make/ Model:</u>	
		<u>Warranty Period:</u>	
		<u>Specifications:</u>	
		Rupees (in words):	
2	Printer	<u>Make/ Model:</u>	
		<u>Warranty Period:</u>	
		<u>Specifications:</u>	
		Rupees (in words):	
3	Camera	<u>Make/ Model:</u>	
		<u>Warranty Period:</u>	
		<u>Specifications:</u>	
		Rupees( in words)	
4	Steel Almirah	<u>Make/ Model:</u>	
		<u>Warranty Period:</u>	
		<u>Specifications</u>	
		Rupees( in words)	

Full Signature of the Bidder with seal

Date :