



OFFICE OF THE PANCHAYAT SAMITI, LANJIGARH @ BISWANATHPUR

Letter No. 1797 /Date 31/07/2019

**Quotation Call Notice**

Sealed Quotations are invited from interested reputed Authorized suppliers / Authorized Dealers / Manufacturers for providing Desktop Computer etc. as per the specification given below for official use in RH Section of Lanjigarh Block. The evaluation forms and format of quotation completed in all respect should reach the undersigned on or before dated 08/08/2019 by 1.00 PM and shall be opened on dated 08/08/2019 by at 3.30 PM in presence of the bidder or their authorized representatives.

08.08.19

The undersigned reserves the right to reject all or any of the quotation without assigning any reason thereof.

1. Name of Items :-

Sl. No.	Brief Description of the items	QTY	Specification	Delivery period	Place of delivery	Installation requirement	Warranty
1.	Desktop Computer	02	Ci 7 8 <sup>th</sup> Gen/ 8GB RAM/1 TB/ 22 monitor with wireless mouse and keyboard/Anti-virus/HDD/Win 10/ Wi-Fi/BW/DVD-RW/2.30 Ghz processor (Make Dell/ Lenovo/HP etc.)	Within 07 days of receipt of supply Order	Lanjigarh Block @ Biswanathpur	Yes	3 Years
2.	Laser Printer	02	Print speed :- up to 29 ppm, Duty cycle (monthly A4): up to 5000 pages, Printer technology: Laser, Print Quality: up to 600x600dpi, processor speed: up to 234 MHz, Compatible Operating System: Window 7,8,10, Memory: up to 2 MB, Paper Handling :100 to 150 sheet, (Make HP/Cannon/Samsung etc.)	Within 07 days of receipt of supply order	Lanjigarh Block @ Biswanathpur	Yes	2 years
3.	UPS for Desktop Computer	02	1000VA with dual battery min. 45 min. backup	Within 07 days of receipt of supply order	Lanjigarh Block @ Biswanathpur	Yes	2 years
4.	Scanner	02	USB 2.0 high speed, flatbed, CIS scanning method with optical resolution 2400x4800 dpi. Paper size-A4, preview speed 14 sec. (Make Cannon/HP etc.)	Within 07 days of receipt of supply order	Lanjigarh Block @ Biswanathpur	Yes	2 years

2. Bid Price

- (a) The transportation charges should be included in the Bid Price.
- (b) All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- (c) The rates quotes 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.

3. Each bidder shall submit only one question.

The bidder can submit the quotation for any one of the items or for all items together in one quotation form only through Speed Post / Regd. Post and it must reach to the undersigned on before 08/08/2019 by 1 PM.  
08/08/2019

4. Validity of Quotation

Quotation shall remain valid for a period not less than one year after the deadline date specified for submission.

5. 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 and condition, and specifications.
- The Quotations would evaluate for each item.

6. Award of Contract

6.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.2 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.

6.3 Payment shall be made after delivery of the goods in proper condition through e-Transfer after submission of the bills and vouchers.

6.4 The Bidder shall be responsible for any type loss, theft, breakage of goods during transportation.

6.5 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.

6.6 Any legal dispute arising out of this is subject to concerned district jurisdiction only.

6.7 Notwithstanding the above, the DRDA, Kalahandi reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.

6.8 A sum of Rs. 5,000/- (Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the BDO, Lanjigarh payable at SBI, Biswanathpur Branch and submitted along with the quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

6.9 The application form of quotation / tender containing General Bid Information and terms and conditions for Desktop Computer, Laser Printer, UPS, Scanner etc, will be available with the BDO, Lanjigarh on payment of Rs.105/- (including VAT) from Date 01-08-19 up to 06-08-19. In case the application form is down loaded from NIC, Website, the applicant shall furnish an Account Payee Bank Draft drawn in favour of the BDO, Lanjigarh for an amount of Rs.105/- (Rupees One Hundred Five) only towards the cost of application along with the application which is non-refundable.

6.10 The schedule of quantities is subject to revision according to requirement.

6.11 The committee reserves right for finalization of articles basing on the specification and quality of the materials as per the specification mentioned in the quotation call notice.

6.12 The 1<sup>st</sup> Lower Bidder cannot claim to supply the articles, as the articles will be purchased only as per the specification and quality seen through samples produced before the committee and returned to the firm concerned.

Memo No. 1798 /Dated 31/07/2019

Copy to the Tahasildar, Lanjigarh/CDPO, Lanjigarh/BEO, Lanjigarh Dy. Collector/SO, KKDA, Lanjigarh with request to affix the quotation call notice in their notice board / DIO, NIC, Kalahandi for information with the request to web host the tender call notice in the District Website.

*Mommas*  
Block Development Officer,  
Lanjigarh  
31/07/19

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Block Development Officer,  
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31/07/19

## EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop / showroom Telephone No. Fax No. E-mail address :	
3	Are you a dealer / reseller (Dealer Certificate to be attached)	
4	Trade Tax / Sales Tax Registration No. with place (Copy to be attached)	
5	TIN / PAN No. (with copy of certificate)	
6	Up to date VAT Clearance Certificate (Copy to be attached)	

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

Full Signature of the Bidder:

Date :

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### DECLARATION BY THE BIDDER:

It is hereby declared that I / We the undersigned, have read and examined all the terms and conditions etc. of the quotation 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 tender document are fully acceptable to me/us and I/We will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature :

Date :

Name :

Address :

## FORMAT OF QUOTATION

<u>Sl. No.</u>	<u>Description Goods</u>	<u>Specifications</u>	<u>Qty.</u>	<u>Unit</u>	<u>Quoted Unit Rate in Rs.</u>	<u>Total Amount including taxes and Delivery charges</u>	
						<u>In Figures</u>	<u>In Words</u>
<b>Total</b>							

Gross Total Cost : Rs. ....

Total bid price (including Taxes and Other) in Rs. .... (In figures)  
 \_\_\_\_\_ (In Words)

Note :

(a) In case of discrepancy between unit price and total price, unit price shall prevail.

I/We agree to supply the above goods in accordance with the technical specifications for total contract price of Rs. \_\_\_\_\_ (amount in figures) (Rs. \_\_\_\_\_ amount in words) within a period of 07 days from the receipt of purchase order.

(b) I/We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Name of the Firm / Agencies

Address

Signature of the Bidder

Date

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