

**DISTRICT RURAL DEVELOPMENT AGENCY, BOUDH**

ori-dboudh@nic.in

No. 2218 //

Date 13/9/19

**QUOTATION CALL NOTICE**

Sealed Quotations are invited from interested Suppliers/ Distributors/ Dealers for supply of Desktop Computer 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.boudh.nic.in](http://www.boudh.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, Boudh- 762014** should reach by Post/ Courier/ hand on or before ~~23:09:19~~ by 3:00 PM and shall be opened on the same day at 3.30 PM in the presence of the Bidders or their authorized representatives.

The undersigned reserves the rights 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	Delivery period	Quantity
1	<b>Desktop Computer</b>	Intel Core i5-7500 Processor, 8 GB RAM, 1 TB HDD, DVD R/W, 21" LED Monitor, Win-10 Pro O/S, 64 Bit . CPU-3.40 GHz Keyboard & Mouse.	Within 7 days from issue of Purchase Order	2
2	<b>Printer (All in One)</b>	Multifunctional Laser Printer (Black &white) Duplex Printing . DPM-22ppm DPI-1200X600 dpi Photo copier aaa& Scanner.	Within 7 days from issue of Purchase Order	1
3	<b>Camera</b>	Compact Digital Camera with 16 MP resolution having 3 inch LCP . 1/2.3 in type-CMOS. Lens 16.7 million with 40x Zoom. USB,WIFI,BT,NFC,HDMIC connectivity. ISO auto With Lithium Ion Battery. Warrenty-One Year.	Within 7 days of receipt of Purchase Order	1
4	<b>Steel Almirah</b>	22 Gauge, Size;(78X36X19) inch having 4 adjustable shelves without locker.	Within 7 days of receipt of Purchase Order	1.

**E. 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.

**3. 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.3,000/-** (Rupees Three thousand only) in shape of Demand Draft in favour of the "**Project Director, DRDA, Boudh**". 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.

**4. Validity of Quotation**

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

**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 & 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. Copy of PAN No.
- ii. Copy of up to date GST clearance certificate.
- iii. EMD in shape of DD.

**6. Award of contract**

- 6.1 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.
- 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.
7. Payment shall be made after delivery and installation of the goods through e-transfer on submission of the bills and vouchers.
8. 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.
9. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.
10. Notwithstanding the above, the undersigned reserves the right to accept, modify or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
11. The 1<sup>st</sup> Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification and requirement.

Memo No. 2219/1

Date 13/9/18

*hmdk*  
*13/9/18*  
Project Director,  
DRDA, Boudh

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

Copy forwarded to the Dy. Collector, Nizarat, Collectorate, Boudh/ DI & PRO, Boudh/ 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, Boudh.

*hmdk*  
*13/9/18*  
Project Director,  
DRDA, Boudh

### EVALUATION FORMAT

1	Name of the Supplier	
2	Full address:  Telephone/ Mobile no.  Fax no.  E-mail address :	
3	PAN No. (Copy to be attached)	
4	GST TIN No.  (Copy to be attached)	
5	Up to date GST Clearance Certificate (Copy to be attached)	Yes/ No
6	EMD	Yes/ No

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 Rs.)
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 :