

OFFICE OF THE TAHASILDAR, VYASANAGAR, JAJPUR ROAD

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No. 288/ Dt.07.01.2019

QUOTATION CALL NOTICE

Sealed Quotation are invited from interested Suppliers / Distributors / Dealers for supply of 4 nos of Desktop Computer and 2nos of Laser Printer and 1no of High Speed Scanner as per the specification given below for official use .The detailed Quotation Paper along with other terms & conditions can be obtained from the office of the Tahasildar Vyasaganar, Jajpur or can be downloaded from the website www.Jajpur.nic.in /tdrvyasanagar@gmail.com. The evaluation forms & format of quotation completed in all respect must be sealed in a cover super-scribed as "Quotation for supply of Computer" addressed to the Tahasildar Vyasaganar, Jajpur-755019 and should reach by Registered Post/Speed Post on or before 24.01.19..... By 11.30am in presence of purchase committee of this office and the same shall be opened on the same day at 11.30am .The undersigned reserves the rights to accept or modify or reject any or all the Quotation without assigning any reasons thereof.

1.Specification of the items:-

Sl No.	Name of item	Brief Description of the Items	Delivery period	Approx quantity
1	Computer	HP Desktop with Intel Pentium quad core, 1T.B hard Disk, 4GB DDR 3RAM and 19.5"LED.	With three days from issue of Purchase Order	4
2	Computer printer (HP)	HP Laser Jet 1020 Plus	With three days from issue of Purchase Order	2
3	High speed scanner	HP (Best Quality)	With three days from issue of Purchase Order	1
4	UPS	V-guard	With three days from issue of Purchase Order	4

2. Bid price

- a. The Transportation & installation charges are also to be included in the Bid/quoted Price.
- b. All taxes, Duties and other levies payable by the dealer under the contract shall be included in the Bid / Quoted 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.

3. Terms & Conditions:

- a. Each bidder shall submit only one quotation as per the enclosed Quotation format.
- b. The Bidders are required to deposit an earnest money of Rs.2, 000/-(Rupees Two thousand only) in shape of Demand Draft in favour of the "Tahasildar Vyasagar Jajpur Road". Quotation paper 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 45 days after the deadline date specified for submission of Quotation.

5. Evaluation of Quotation

The Purchase Committee of this Tahasil 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 conditions, and specifications. The Quotations would be evaluated for all the items individually given in the Quotation format.

While submitting the bid, the bidders should submit the following documents:

- i. Copy of Sales Tax Registration No. / TIN No. /GST Registration No.
- ii. Copy of up to date VAT clearance certificate.
- iii. Copy of Dealership Certificate.

6. Award of contract

- i. The purchaser will award the contract to the bidder 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.

7. Payment shall be made after delivery & installation of the goods through e-transfer after 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 Jajpur district jurisdiction only.

10. Notwithstanding the above, the undersigned 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.

11. The 1st Lowest Bidder cannot claim to supply, as the above items will be purchased as per the given specification.

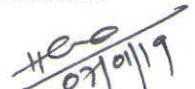
Memo No. 289/ Dt. 07.01.2019

Copy submitted to the Additional District Magistrate, Jajpur / Additional District Magistrate, Kalinganagar / Sub-Collector, Jajpur for favour of kind information with a request for display the tender notice in their office notice board for wide publication.


Tahasildar, Vyasaganagar

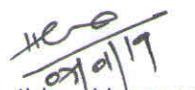
Memo No. 290/ Dt. 07.01.2019

Copy submitted to the PD, DRDA, Jajpur / All BDOs / All Tahasildar / DI & PRO, Jajpur for information and necessary action. They are requested to take steps for display "the notice" in their notice board for wide publication


Tahasildar, Vyasaganagar

Memo No.291/ Dt. 07.01.2019

Copy forward to the D.I.O, NIC, Jajpur for information and necessary action. He is requested to host "the notice" in the District website as well as notice board of the Collector and Sub-Collector office, Jajpur for wide publication.


Tahasildar, Vyasaganagar

Memo No. 292/ Dt. 07.01.2019

Copy forward to the Executive Officer, Vyasaganagar Municipality with a request for display the tender notice in his office notice board for wide publication.


Tahasildar, Vyasaganagar

EVALUATION FORMAT

1	Name of the supplier	
2	Full address: Telephone/Mobile no. E-mail address;	
3	Sales Tax / GST Registration no. with place (Copy to be attached)	
4	Tin & PAN no.(Copy to be attached)	Yes/No
5	Up to date VAT Clearance Certificate (Copy to be attached)	
6	Certificate of dealership (Copy to be attached)	Yes/NO
7	EMD	

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 per Unit Offered in Rs.
1	Computer	H.P. Desktop with Intel pentium quad core, 1 T.B. hard disk, 4GB DDR 3Ram and 19.5"LED	
2	Computer printer (HP)	HP laser jet 1020 Plus	
3	High speed scanner	HP (Best Quality)	
4	UPS	V-guard	
Total Price			
Rupees(in words).....			

If another make/ model are available, quote the price below.

Sl.	Description of Goods	Specifications of Goods	Rate per Unit Offered in Rs.
1	Computer	Make / Model & detail specifications	
2	Laser Printer	Make / Model & detail specifications	
3	High speed scanner	Make / Model & detail specifications	

Rupees(in words)..... Total Price:

Full Signature of the Bidder with seal

Date: