

E-5

**PROCUREMENT OF GOODS
UNDER
NATIONAL SHOPPING PROCEDURES**

*(For Contracts valued less than the
INR 2.50 lacs)*

**INVITATION FOR QUOTATIONS FOR SUPPLY OF
GOODS/SERVICES UNDER NATIONAL SHOPPING PROCEDURES**

To

Dear Sirs,

**Sub: INVITATION FOR QUOTATIONS FOR Repair OF COMPUTER AND
ITS PERIPHERALS IN WATER RESOURCES BHAWAN SECTOR-68 SAS NAGAR,
MOHALI TILL MARCH 2023 FROM DATE OF ACCEPTANCE.**

1. You are invited to submit your most competitive quotation for the following services:-

Sr. No	Description	Unit Price	GST	Amount
Computer Services				
1	Motherboard			
2	Switched Mode Power Supply			
3	Computer Screen			
4	Keyboard			
5	Mouse			
6	Windows			
Printer Services				
1	Sleeve			
2	Heating Roller			
3	Pressure Roller			
4	Magnetic Rod			
5	Gears			
6	Cards			
7	Fuser			
Printer Compatible Toners				
1	HP			
2	Brother			
3	Samsung			
UPS Service				
1	UPS Battery 12V/7AH			
	TOTAL			

* Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 105 towards the cost of the Hydrology Project Phase - II Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST in connection with the sale shall be shown separately.
- d) 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.
- e) The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 15 days after the deadline date and shall be valid for minimum 45 days as specified for submission.

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) Conform to the terms and conditions, and specifications in Annexure I

The Quotations would be evaluated for all the item together/would be evaluated separately for each item.

[Select one of the options].

GST in connection with sale of goods shall not be taken into account in evaluation.

7. **Award of contract**

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.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 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.

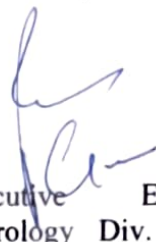
8. Payment procedure is mentioned in Annexure I.

9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

10. You are requested to provide your offer latest by 17:00 hours on .07.11.2022.

11. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)



Executive Engineer, Surface
Hydrology Div. No-1, SAS Nagar
Mohali.

Mail Address:
xensurface1.mohali@gmail.com

FORMAT OF QUOTATION *

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Computer Services				
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Printer Compatible Toners				
1	HP			
2	Brother			
3	Samsung			
UPS Service				
1	UPS Battery 12V/7AH			
	TOTAL			

Gross Total Cost: Rs.....

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (Amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

- *Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*

ANNEXURE-I

**** Important terms and Conditions:**

- 1. Complaints will be attended 24x7 to keep the equipments in safe working condition.*
- 2. The Warranty on replaced/new parts shall be for period of 12 months from date of installation.*
- 3. The Contractor/Engineer/Service Engineer shall be available to office as/when required.*
- 4. The Engineer deployed shall be responsible for preventive and corrective maintenance of all pc's peripherals. It should be carried out for each equipment at least once in three months.*
- 5. A separate log book should be maintained to record the preventive maintenance carried out for each equipment location wise.*
- 6. The contract will be valid till the period of March 2023. The contract can be reviewed at the same rate and terms and conditions upto 3 years or more subject to satisfactory services.*

**** Payment procedures:**

- 1. Bank Guarantee of 5% should be deposited.*
- 2. Payment shall be made after successful completion of each job as per actual expense.*
- 3. Deductions such as income tax, labour cess and GST as per Government rules would be made.*
- 4. All disputes shall be subjected to the jurisdiction of Civil Court at Mohali.*