

OFFICE OF THE REGULATED MARKET COMMITTEE, KEONJHAR
At-Banabiharipada, Post-Old Town, Dist-Keonjhar, Pin-758002(Odisha).

E-mail- rmc.keonjhar@gmail.com

SHORT QUOTATION CALL NOTICE

No. 474 /RMC/Dt. 16.07.2021

Sealed Quotations are invited from interested suppliers / distributors / dealers for supply of Desktop & Laptop Computer, Multi Functional Printers, UPS for Computer and Projector 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 Regulated Market Committee, Keonjhar or can be downloaded from the website www.kenduihar.nic.in. The evaluation forms & format of quotation completed in all respect must be sealed cover super scribed as "Quotation for supply of Desktop, Laptop Computer" addressed to the Secretary, Regulated Market Committee, Keonjhar, at-Banabiharipada, Post-Old Town Dist-Keonjhar Pin-758002(Odisha) and should reach by Registered Post / Speed Post on or before dt.02.08.2021 by 5.00 PM and the same shall be opened on dt.03.08.2021 at 11.30 AM in the office of the RMC, Keonjhar. The quotation received after the scheduled date & time will not be taken in to consideration. The undersigned reserves the rights to accept, modify any terms & conditions, specification of the items or reject any or all the quotations or postponed/cancel the bid without assigning any reasons thereof.

1. Specification of the Items

Sl. No	Brief Description of the Items	Specification of the items	Delivery Period	Approx Quantity
01	Desktop Computer (Lenovo)	Core i5 (7 th Gen)/4 GB DDR4/1 TB/Free DOS) Black, 5.2 Kg 20 inch screen	Within 3 days of receipt of purchase order	2 nos.
02	Laptop (HP)	Core i5 (7 th Gen)/(8 GB /1 TB HDD/ Windows 10 Home/ 2 GB Graphics) 15g-br014tx Laptop.	Within 3 days of receipt of purchase order	1 no.
03	Thermal Printer 2" (EPSON)	(Model-TM-t82)	Within 3 days of receipt of purchase order	1 no.
04	Laser Printer (HP)	(Copy Scan & Fax) (MFP M227sdn)	Within 3 days of receipt of purchase order	1 no.
05	UPS	2 KVA online	Within 3 days of receipt of purchase order	1 no
06	Internet	Dongle	Within 3 days of receipt of purchase order	3 nos.
07	Projector		Within 3 days of receipt of purchase order	1 no.
08	Projector Screen		Within 3 days of receipt of purchase order	1 no.

2. Delivery place.

Bidder will supply and deliver the material at the Office of the RMC, Keonjhar At-Banabiharipada

PO. Old Town, Keonjhar and Dhenkikote Market Yard, At/Po-Dhenkikote, Dist.Keonjhar.

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.2,000/- (Rupees Two thousand only) in shape of Demand Draft in favour of the " Secretary Regulated Market Committee, Keonjhar". 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 and EMD of successful bidder will be refunded after completion of the contract period.
- iii) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply. No payment will be made for any damage of goods supplied

4. Validity of Quotation:-

Quotation shall be valid for a period not less than 90 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 and conditions, and specifications. The Quotations would be evaluated for all the items individually given in the Quotation format.

6. Bid Price:

- a. The contract shall be for a period of three months.
- b. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- c. All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- d. Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

7. Submission of Quotations/Bid:

- a. Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b. The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)
 1. Tin No
 2. PAN Card
 3. Registration certificate of GST
 4. Dealership/Manufacturing Certificate.
 5. Copy of Dealership Certificate.
 6. Copy of IT return of last year.
 7. GST clearance certificate last year

- c. The Financial part (Part – II) of the bid shall consists of only Rate/Price on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
8. 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 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.
9. Payment shall be made after delivery & installations of the goods through e-transfer after submission of the bills and vouchers.
10. Any legal dispute arising out of this is subject to Keonjhar district jurisdiction only.
11. 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.
12. The 1st Lowest Bidder cannot claim to supply, as the above items will be purchased as per the given specification.


Sub-Collector-cum-Chairman,
RMC, Keonjhar

Memo No. 475(4)/Dt. 16.07.2021

Copy forwarded to the DIO, NIC, Keonjhar for information with a request to hoist the Notice in District website.

Copy forwarded to the BDO, Sadar Block, Tahasildar, Sadar, Keonjhar, Sub-Collector, Keonjhar for information and necessary action with request to affix the quotation call notice in their notice board for wide publicity.

Copy to office Notice Board of RMC, Keonjhar for wide circulation.


Sub-Collector-cum-Chairman,
RMC, Keonjhar

EVALUATION FORMAT FOR THE TECHNICAL BIDS

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)	Yes/ No
4	GSTIN & PAN No. (Copy to be attached)	Yes/ No
5	Up to date GST Clearance Certificate (Copy to be attached)	Yes/ No
6	Copy of the last year IT Return (Copy to be attached)	Yes/ No
7	Certificate of Dealership (Copy to be attached)	Yes/ No
8	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	Specification of Goods	Rate per Unit Offered in Rs.	Warranty/ Guaranty if any (Period to be mentioned)
01	Desktop Computer (Lenovo)	Core i5 (7 th Gen)/4 GB DDR4/1 TB/Free DOS) Black, 5.2 Kg 20 inch screen		
02	Laptop (HP)	Core i5 (7 th Gen)/(8 GB /1 TB HDD/ Windows 10 Home/ 2 GB Graphics) 15g-br014tx Laptop.		
03	Thermal Printer 2" (EPSON)	(Model-TM-t82)		
04	Laser Printer (HP)	(Copy Scan & Fax) (Model-MFP M227sdn)		
05	UPS	2 KVA online		
06	Internet	Dongle		
07	Projector			
08	Projector Screen			
Total Price				
Rupees (In word).....				

Signature