

## **DETAILED QUOTATION NOTICE**

**Name of work :- supply of Computer, Laptop, Computer Desktop, Laser printer.**

Shivshahi Punarvasan Prakalp Ltd. invites Item rate quotations from Authorized Dealers of reputed Manufacturing Companies for the supply of Computer Laptop, Computer Desktop, Laser Printer. The Authorized Dealers must have valid Income tax, PAN and VAT Registration, and having their registered office in Mumbai.

The quotation for Specific Brand and Product should be submitted in sealed Cover superscribed as "Quotation for Computer and Printers" so as to reach in the office of the Managing Director /SPPL, 5th Floor, Griha Nirman Bhavan, Kalanagar, Bandra (East), Mumbai- 400 051 on or before **23<sup>rd</sup> October, 2015** upto 3.00 p.m. The quotations.

<b>Name of work</b>	<b>Quantity</b>	<b>Minimum Configuration</b>	<b>Period of issue of blank quotation form</b>	<b>Date &amp; time of submission of sealed quotation.</b>
Computer Laptop	1	Intel 13 with 4 GB DDR3 Ram, 500 GB, hard disk, 14 <sup>th</sup> Led Screen, DVD writer, Wi-fi, Bluetooth, web cam DOS	12-10-2015	12-10-2015 to 23-10-2015
Computer Desktop	2	Option-1, Intel : 5 with 4 GB DDR 3 Ram, 1+bGB hard disk, 2GB Graphic Card, 20 such tft Monitor keyboard, mouse DOS Option-2 Intel Care-154 <sup>th</sup> Generation 4GB DDR3 Ram, 1GB Graphic Card, 500 GB Hard Disk, R/W DDVD, 18.5" LED Screen, Keyboard, mouse.	12-10-2015	12-10-2015 to 23-10-2015
Laser Printer	2	1020+Print Resolution: 600x600 dpi, Print Speed : Up to 14ppm (mono), printer cartridge : Laser Jet Print, Print Technology : Laser Jet, connectivity : Hi-speed USB2.0, supported Media Types : Paper, envelops Lables, Card stock, transparencies, post cards etc. Functionality : print Power Consumption : Maximum 250 Watts.	12-10-2015	12-10-2015 to 23-10-2015

The blank quotation forms containing detailed quotation notice, General Terms & conditions, methodology of submission quotation & details, will be available in office of SPPL Manager(Adm), 5<sup>th</sup> Floor, Griha Nirman Bhavan, Kalanagar, Bandra (East), Mumbai-400 051 from **12-10-2015 to 23-10-2015.**

### **Instructions to Bidder**

1. Agency should quote item wise for supply of Computer Laptop, Computer Desktop & Laser Printer for SPPL in the quotation form only.
2. Agency needs to submit Manufacture's Authorization Form (MAF) with reference to this quotation for supply of above perfection made for SPPL.
3. Right to reject one or all quotation without assigning any reason is reserved by the M.D./SPPL
4. The agency shall quote and sign in permanent ink its rate in both words and figure in the quotation form. In case of difference between rate written in figures in figures and word, the lowest rate will be taken as valid.
5. The agency shall sign the quotation form before submitting the same.
6. Name and full address of the quotationer shall be written on left side bottom of the envelope. The Sealed envelope should be addressed to The Managing Director, 5<sup>th</sup> Floor, Grihanirman Bhavan, Bandra (East), Mumbai- 400051 SPPL.
7. Amount quoted should be inclusive of all the applicable taxes.
8. The rate quoted will be binding for a period of 90 days from the date of acceptance of the quotation.
9. The agency shall submit along with the quotation, the detailed configuration/specification of the quoted item.
10. The agency shall also submit about the warranty /guarantee of the quoted item. Warranty of printer should be for 3 years including 24/7 (24 hours a day seven days a week) onsite full hardware support warranty also includes accidental damage.
11. The original bills of the quoted item shall be in the name of the Manager (Adm)/SPPL.

Sd/-

Manager (Adm)

SPPL

## **METHODOLOGY OF QUOTATION SUBMISSION**

### I) LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH QUOTATION.

The following documents shall be submitted by the Bidder along with the sealed Quotation.

1. Attested photocopy of valid Income Tax PAN Certificate.
2. Attested photocopy of valid Sales Tax/VAT Registration Certificate along with certificate showing that Sales Tax is paid up to date from the concerned Sales Tax Officer/ or Exemption Certificate.
3. Attested photocopy of partnership Deed/ Memorandum of Article of Association as the case may be if the quotation is a partnership firm or a joint stock company.
4. Authorization letter from the Original Equipment Manufacturer (OEM) in their original letterhead addressed to M (Adm)/SPPL with reference to these quotation for supply of Computer Laptop, Computer Desktop & Laser Printer
5. Attested photocopy of document showing their registered office Mumbai.
6. Forwarding letter along with list of all documents, forms statements, conditions, etc.

### II) METHOD OF SUBMISSION OF THE QUOTATION.

1. The intending Bidder is required to submit his sealed offer in two separate envelopes as mentioned below. The envelope No. 1 should contain all the documents mentioned above under the list of documents from Sr. 1 to 6. The Envelop no. 2 should contain only the price bid (Quotation Notice & Quotation Form duly filled) This Envelop no. 2 should not contain any other documents except the price bid itself.
2. The documents contained in two envelopes should be clearly indicated on each envelope itself.
3. Envelop No.1 should be super scribed as 'DOCUMENT' ancillary for "Quotation for the supply of Computer Laptop, Computer, Desktop & Laser Printer the name and full address of the bidder should be written on the left side bottom of the envelopes. The Sealed envelope should be address to the authority competent to open the quotation. Envelop No. 2 Containing Quotation notice and Quotation form duly filled should be superscribed as QUATATION for supply of Computer Laptop, Computer Desktop and H.P. Printer.
4. While submitting the quotation, the receipt of SPPL as stated above, all other document, i.e. (i) Self Attestet Photocopy of latest valid income Tax PAN, self attested photocopy of valid sales tax registration certificate showing that sales tax is paid up to date or exemption certificate issued by the concerned sales tax officer.(ii) Name of all partners and /or Directors along with their addresses etc. should be submitted in first sealed cover (Envelope no. 1) and the Finance Bid (Quotation Notice & Quotation Form duly filled) itself should be submitted in another sealed

cover (Envelope no. 2) These two sealed covers should again be put in one cover and sealed and should be superscribed as 'DOCUMENTS' and 'QUOTATION' for supply of Computers & printers' for acceptance. The quotation will not be considered for acceptance, if it is found to be submitted in improper manner. The complete list of documents to be submitted along with quotation and Methodology of submitting the quotation is mentioned above.

5. While opening the quotations, the Envelope no. 1 containing the documents and statement as mentioned above will be opened first. In case, the requires documents are found missing or invalid, the Envelope no. 2 containing the main quotations (financial bid ) shall not be opened & the quotation of that agency /agencies or parties will be treated as disqualified or ineligible. The envelop no. 1 should contain all the papers as mentioned above and not the price bid.
6. There should be no mention of the price bid in the Envelope no.1 The price Bid should be exclusively in the Envelope no. 2
7. The Envelope no. 1 will be opened in the presence of all the intending bidders or their Authorized Representatives (who choose to remain present). The conditions and its evaluations etc. will be discussed and get clarified from the concerned bidder and then Envelope No.2 of only those bidders will be opened, whose documents are found to be submitted in order in Envelope No.1.

Sd/-

Manager (Adm)  
SPPL

**QUATATION FORM**  
**SHIVSHAHI PUNARVASAN PRAKALP LTD. (SPPL)**  
Quotation for supply of Computer Laptop/Desktop & H.P. Printer  
FORM OF OFFER (FINANCIAL PROPOSAL)

**INSTRUCTIONS:**

- (a) Strike out whichever is not applicable.
- (b) The applicant should initial all additions and alternations in this form
- (c) Where necessary, information may be furnished on separate sheets, which should be signed and
- (d) All necessary supporting documents required for providing the eligibility, registration and legality should be submitted.

1. Applicant's full Name/Address (Use block letters):

<b>Name</b>	
<b>Present Address</b>	
<b>Permanent Address</b>	

2. I/We the Authorized Representative of the above named Agency :

<b>Sr. No</b>	<b>Full Name</b>	<b>Designation</b>

Desire and hereby make an offer for "Supply of Computer Laptop, Computer Desktop & H.P. Printers" by abiding the terms & conditions stated in this Tender Document.

- 3. I am /we are/My/ our principals are submitting herewith an offer to supply of Computer Laptop, Computer Desktop & H.P. Printers for the office of SPPL as per this Tender Documents.
- 4. I am /We are/ My Our principals are willing to supply the Computer Laptop, Computer Desktop & H.P. Printers above at the rate stated below in the statement opposite of concern item.

<b>Sr. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Rate per qty in Rs.</b>	<b>Total Cost in figure (in Rs.)(Col.3*Col.4)</b>	<b>Total Cost in words</b>
1	2	3	4	5	6
1	<u>Computer Laptop</u> a) Name of Manufacture b) Name of Product	1			
2	<u>Computer Desktop</u> a) Name of Manufacture b) Name of Product	2			
3	<u>Laser printer.</u> a) Name of Manufacture b) Name of Product	2			

5. If my/our offer is accepted by the SPPL and if I/We fail to supply to the SPPL as stated in the Tender Document, the transaction between us shall stand rescinded by the SPPL & the agency will be treated disqualified for further transaction
6. I/We shall keep this offer valid for a period of 90days effective from the date of acceptance of the quotation and shall not revoke or vary it before the expiry of 90 days from such date.
7. I/We agree to abide by the decision of the Managing Director of the SPPL regarding the said transaction.
8. I/We declare that the information stated herein above is complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient justification for the SPPL to revoke at any time acceptance of my/our Quotation.
9. I/We hereby declare that I/we have read understood the terms & conditions as stated in the Tender document governing the supply of Computer Laptop, Computer Desktop & H.P. Printers mentioned in the said Tender Documents and abide by the decision of the SPPL.

Mumbai.

Date:

(Authorized representative's signature)  
Full Name, Designation and the Name of  
the Applicant & the Agency with its stamp.