

**North East Rural Livelihood Project**

Ministry of DoNER, Govt. of India

House No. 2, Six Mile, G.S. Road,

Guwahati- 781022, Assam

Date 16.05.14

To

Sub: Invitation of Quotation for supply of Office Stationery:

Sir

You are invited to submit your most competitive quotation for the following goods:

Brief Description/ Specification of the item	Quantity	Delivery/Place of Installation of the goods/item	Period Delivery Requirement, if any
		North East Rural Livelihood Project, House No.2, Six Mile, GS Road, Guwahati – 781022	
Please see at Annexure-I			

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

1. Government of India has received a credit from the International Development Association (IDA) equivalent to US\$ 130.00 Million towards the cost of the North East Rural Livelihoods Project and intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotation is issued.
2. Bid Price
  - a) The contract shall be for the unit quantity as described in Annexure I. Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
  - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - c) Sales Tax 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 price shall be quoted in Indian Rupees only.
  - f) **Copy of PAN & VAT Registration certificates** (self attested) are required to be submitted with quotation (If applicable). The VAT certificate should indicate the specific item/product being dealt by the firm. A certificate from the banker is to be enclosed indicating bank account being maintained in favour of the firm.
3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

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) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the unit group wise together.

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

6. **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 supply order.

8. Payment shall be made immediately after delivery of the goods.

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

10. A pre bid meeting in regard to invitation of quotation will be held on 31.05.2014 at 15.00 hrs. Interested firms/ Party's are requested to take part in the meeting to obtain any queries in regard to the quotation.

11. You are requested to provide your offer on or before **14.00 hours on 02.06.2014** to Project Director, North East Rural Livelihoods Project, House No-2, Six Mile, G.S.Road, Guwahati-781022. Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at **14.30 hrs on 02.06.214** in the office of the North East Rural Livelihood Project.

11. We look forward receiving your quotations and thank you for your interest in this project.  
This has the approval of competent authority.

Project Manager (Administration)  
NERLP, Guwahati  
G.S Road, Six Mile,  
Guwahati-22  
Phone: 0361-2331233  
Fax : 0361-2331277