

**North East Rural Livelihoods Project**  
Ministry of DoNER, Govt. of India  
House No. 2, Near Nayantara,  
Six Mile, GS Road, Guwahati – 781022

No. PD/NERLP/2012-13/170(Pt-II)//

Date: 31/10/2012

To

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Dear Sirs,

Sub: Invitation for Quotations for supply of Computer and other Accessories.

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

Brief Description of the goods	Specifications*	Quantity	Delivery period	Place of Delivery	Installation requirement (if any)
<b>Please refer to Annexure-I attached</b>					

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

2. 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.

**3. Bid Price**

- a) The contract shall be for the full quantity as described above. 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.

4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

## 5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date 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.

The Quotations would be evaluated for all the item together.

Sales tax 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 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. You are requested to provide your offer latest by 11-00 hours on 15/11/2012 to Project Director, North East Rural Livelihoods Project, House No-2, Near Nayantara, 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 11-15 hrs. on 15/11/2012 in the office of the North East Rural Livelihoods Project.

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

This has the approval of competent authority.

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

### Annexure-I

Brief Description of the goods	Specifications	Quantity	Delivery period	Place of Delivery	Installation requirement (if any)
1. Laptop Computer	(1) Standard features with <ul style="list-style-type: none"> <li>• Intel Core i5 processor or equivalent,</li> <li>• O.S:Windows 7 Home /Premium.</li> <li>• RAM:4GB(or above)</li> <li>• HDD: 500 GB (or above)</li> <li>• Screen: 14” (or above)</li> <li>• ODD: DVDRW</li> <li>• Anti Virus software (1 year).</li> </ul> (2) Mouse.	2	2 weeks	North East Rural Livelihoods Project, House No-2, Near Nayantara, Six Mile, G.S.Road, Guwahati-781022	Yes
2. Desktop Computer	(1) Standard features with <ul style="list-style-type: none"> <li>• Intel Core i5 processor or equivalent,</li> <li>• O.S:Windows 7 Home /Premium.</li> <li>• RAM:4GB(or above)</li> <li>• HDD: 500 GB (or above)</li> <li>• Screen: 18.5 TFT” (or above)</li> <li>• ODD: DVDRW.</li> <li>• Anti Virus software (1 year).</li> </ul> (2) Mouse. (3) UPS 10 KVA.	12	2 weeks		Yes
3. Printer Multifunction	A4-Fax, Scan, copy, print.	1			Yes
4. Printer LaserJet	A4 /20-22 ppm	5			Yes
5. Printer (color) Laserjet	A3 with the provision of Scan, Copy, Print	1			Yes
6. External Hard disk	Capacity : 600 GB / 1.0 TB				

**Procurement & delivery schedule:**

All the above items will be procured in two lots. Separate work order will be issued for each lot. The details are as under:

Lot Number	Name of the Item	Quantity	Delivery schedule
LOT-A	Desktop Computer.	6	Immediately within 2 weeks of issue of supply order.
	Printer Multifunction	1	
	Printer LaserJet.	5	
	External Harddisk	7	
LOT-B	Laptop Computer	2	Tentatively by December,2012.
	Desktop Computer.	6	
	Printer LaserJet.	1	
	External Hard disk	1	

**FORMAT OF QUOTATION**

(In letterhead of the supplier with full address)

No. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

To,  
The Project Director,  
North East Rural Livelihoods Project,  
House No. 2, Near Nayantara,  
Six Mile, GS Road, Guwahati – 781022

Sub : Submission for Quotations for supply of \_\_\_\_\_.

Sl. No	Description of the goods	Specifications*	Quantity	Unit	Quoted unit rate in Rs.	Total Amount	
						(In figures)	(in words)
1							
2							
3							
4							
	Total						
	Tax on sl.1						
	Tax on sl.2						
	Tax on sl.3						
	Tax on sl.4						

**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 or collusive agreements with competitors.

**Signature of Supplier**

Name.....

Contact No: .....

(Seal)