

**REQUEST FOR QUOTATIONS FOR SUPPLY OF
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To,

Dear Sirs,

Sub: **Request for quotations for supply of Tablet and peripherals for AIWTDS office.**

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

Sl. No.	Brief Descriptions of Goods	Specifications	Qty	Delivery Period
1	Microsoft Surface Pro 9	RAM Size: 32 GB Hard Disk size: 1 TB Processor Type: Core i7 Screen Size: 13"	1 no.	7 Days
2	Keyboard	Microsoft Surface Pro 9 Keyboard	1 no.	7 Days
3	Slim Pen	Microsoft Surface Pro 9 Slim Pen	1 no.	7 Days

Terms and Conditions

1. Each bidder shall submit only one quotation.
2. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
3. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, its response will be uploaded together with any amendment to this document, on <https://www.aiwtdsociety.in> for information of all Bidders. Bidders should regularly check on the website, for any amendments to the terms and conditions and for Award of Contract.
4. **Bid Price**

- a. Goods and Service Tax (GST) should be indicated separately.
- b. 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.
- c. The Prices shall be quoted in Indian Rupees only.
- d. The bidder should not offer an old stock product even if the same matches the specifications.

5. Qualification of Bidders

- a. Have the legal capacity to enter into a contract;
- b. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c. Not have had the business activities suspended or debarred from public procurement by the State Government of Assam or Government of India.

6. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate.
- b. Valid certificate of GST registration;
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Assam, any other State Government or Government of India.

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e. which

- a) are properly signed; and
- b. conform to the terms and conditions and specifications.
- c. The Quotations would be evaluated for all the items together.
- d. Any historical information, if required may be asked from the bidders during evaluation of quotes.
- e. Normal commercial warranty/guarantee (12 months or more) shall be applicable to the supplied item.

9. Award of contract: The Purchaser will award the supply orders to the bidder whose quotation have been determined to be substantially responsive and who has offered the lowest evaluated quotation price, compliance to the technical specifications.

- a. 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.
- b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form

attached).

10. Period of contract: The contract will be valid for a period of one year from the date of issue of supply order, which can be extended for a further period of one year on the same rate and terms & conditions on mutual consent of both parties. However, AIWTDS may terminate the contract at any time by giving 15 days' advance notice without assigning any reason.

11. You are requested to provide your quote latest by 14:00 hrs on 11th March' 2024. Quotation should be placed in a single sealed envelope, clearly marked as ORIGINAL COPY-"Quotations for supply of Tablet and peripherals for AIWTDS office" and submit the bids in the drop box earmarked by the Procuring Entity. Quotations will be opened on 14:30 hrs on 11th March' 2024.

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

13. Place of Delivery: O/o The State Project Director, Assam Inland Water Transport Development Society, 3rd Floor, Directorate of Inland Water Transport, Ulubari, Ghy-781007

Gaurav Upadhyay, IPS
State Project Director
Assam IWTD Society
3rd Floor, DIWTA Office
Ulubari, Guwahati - 7
Email: dir.iwtds-as@gov.in
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FORMAT OF QUOTATION (Price Bid)

Sl. No.	Description of Item	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount (Rate inclusive of all taxes)	
						In Figures	In Words
1							
2							
3							
4							
	GROSS TOTAL						
	GST						
	TOTAL (Inclusive of GST)						

Gross Total Cost: Rs.....

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

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

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.

Name of the Supplier:

Signature of the Supplier:

Office seal of the Supplier:

ATTACHMENT

OFFICE OF THE STATE PROJECT DIRECTOR
ASSAM INLAND WATER TRANSPORT DEVELOPMENT SOCIETY

SUPPLY ORDER

To:

M/s

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Dear Sirs,

Sub: Supply of Tablet and peripherals for AIWTDS office.

Ref: Your quotation no..... dated

- Your quotation no.....of(Date) for the supply of **has been accepted.** You are requested to supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl. No.	Brief description of goods/ equipment	Specifications	Quantity to be supplied*	Unit Rate (Rs.)	Total Price (Rs.)
1					
2					
			Total		

*Note: The quantities may vary as per the requirements of the Employer. This Supply Order cannot be construed as a firm order for commencing the supply. The Purchaser will issue separate requisitions against each supply which shall be paid on monthly basis.

- Delivery Period: 48 hours from the date of issue of this supply order.
- Place of delivery: Assam Inland Water Transport Development Society (AIWTDS), 3rd Floor, DIWTA Office, Ulubari, Guwahati – 07
- Consignee Address: State Project Director, Assam Inland Water Transport Development Society, DIWTA Office, Ulubari, Guwahati - 07
- Payment Schedule: Payment will be made after delivery, acceptance and submission of the Invoice duly certified by the designated officer assigned by the authority.

Gaurav Upadhyay, IPS
 State Project Director
 Assam IWTD Society
 3rd Floor, DIWTA Office
 Ulubari, Guwahati - 7
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