

DISTRICT RURAL DEVELOPMENT AGENCY, SUBARNAPUR

Letter No. 4017 Date. 26-08-20

Limited Tender Call Notice

District Rural Development Agency, Subarnapur invite quotations from authorized dealers having GSTIN No for supply of Xerox Machine with AMC. The detail term & condition and specification of stated above are available in the Website www.subarnapur.nic.in.

The envelope containing Quotation paper should be super scribed as "Quotation for supply of Xerox Machine" and must be sent through Registered Post/speed Post/Courier only to the undersigned. The last date for receipt of Tender is **11th September, 2020**, which will be opened on 14th September, 2020 at 4.00 P.M. in the DRDA, Subarnapur.

The authority reserves all the rights to accepts or reject any Tender/ all without assigning any reason thereof.

Yours Faithfully


Project Director

DRDA, Subarnapur
Project Director
D.R.D.A, SUBARNAPUR

Memo No 4018 Date 26-08-20

Copy to Dy. Collector, Nizarat, Collectorate, Subarnapur / all BDOs, Tahsildar & CDPOs to affix the Limited tender call notice in their notice board and copy to DIO, NIC, Subarnapur for information and requested to web hoist the Limited Tender Call notice in the District website. Copy forwarded to DI&PRO, Subarnapur for information and requested to affix the tender call notice in the District notice board.


Project Director

DRDA, Subarnapur
Project Director
D.R.D.A, SUBARNAPUR

TERM & CONDITION

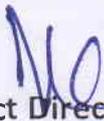
1. Sealed quotation are invited in the prescribed format from the authorized dealer having up to date GST Clearance Certificate.
2. The quotationers shall furnished self attested copy of IT return, PAN No. & GST registration certificate and GST clearance certificate.
3. The quotationers shall submit only one quotation at a time with **paper of cost of Rs 300/- (in shape of Demand Draft) only in favour of Project Director, DRDA, Subarnapur, payable at Sonepur.**
4. The price quoted should be in Indian rupees inclusive of all taxes, transportation installation and other cost.
5. All duties, taxes and other levies payable by the quotationers under the contract shall be included in the total price.
6. The rate quoted by the quotationers shall be fixed for the duration of three months and shall not be subject to adjustment on any account.
7. The quotation price in the prescribed format duly signed in each page, stamp and sealed.
8. Quotationers to file two sealed cover i.e. one containing **Technical bid** in prescribed format and 2nd **financial bid** in prescribed format. The sealed quotation must be marked as "**Technical bid**" and "**Financial bid**". First Technical bid will be open and evaluated by the committee and the successful quotation in Technical bid, their financial bid will be taken into account.
9. Quotation received late and incomplete will not be considered.
10. Quotation shall remain valid for a period not less than three months after the last date as specified in the quotation paper.
11. The delivery of the items should be completed within 7 days from the date of receipt of the supply order and the items should be delivered at DRDA, Subarnapur district.
12. The Committee will evaluate and compare the quotation determined to be substantially responsive i.e. which properly signed, stamp and sealed, confirm to the terms and conditions and specifications and submitted as per the prescribed format.
13. The purchase order will be placed to the selected quotationer who has offered the lowest evaluated quotation price.
14. The quotation(s) are liable to be rejected if any of the above conditions are not complied with.
15. The quotationers whose quotation is accepted will be notified of the award of contract by the purchaser, prior to expiration of the quotation period. The terms of the accepted offer shall be incorporated in the purchase order.

16. Notwithstanding the above the purchaser reserves the right to accept or reject any quotation and to cancel the quotation process and reject all quotation at any time prior to award of purchaser.

17. The payment will be release after delivery of item, if any along with the supporting documents and onsite report including receipt challans and pre-delivery inspection.

18. Any legal dispute arising out of this is subject to jurisdiction of Subarnapur only.

19. Interested quotationers may submit their sealed quotation in the prescribed format mentioning on the top cover of the envelope at "**Quotation for supply of Xerox Machine**" and must be sent through Registered Post/speed Post/Courier only to the undersigned. The last date for receipt of Tender is **11th September, 2020**, which will be opened on 14th September,2020 at 4.00 P.M. in the office chamber of the Project Director, DRDA, Subarnapur. The quotationers or their authorized representatives may be present during the opening the tender document.


Project Director
DRDA, Subarnapur
Project Director
D.R.D.A, SUBARNAPUR

Specification:-

Sl No.	Brand & Model	Specification
1	CANON-iR2625	Print, Copy, Scan, send and Optional Fax 25 PPM(A4), 15PPM (A3) 2.0 GB RAM Print Resolution(dpi)-1200 X 1200

ANNEXURE-I

Technical bid

1	Name of the supplier	
2	Full address of the Dealer	
3	Telephone and Mobile phone No.	
4	e-mail address if any	
5	GST Regd. No. (enclose self attested copy)	
6	PAN No. (enclose self attested copy)	
7	Upto date GST clearance certificate (enclose self attested copy)	
8	IT Return Certificate (Last year)	

I do hereby certify that, the above mentioned particulars/ information are true to the best of my knowledge and correct.

Place:

Date:

Full Signature of the quotationers
with date and seal.

DECLARATION OF THE QUOTATIONER

I Sri owner/proprietor of (name of the dealer if any is hereby declare that, I the undersigned have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the quotation paper under proper law full power of attorney. It is also certify that, all the terms and conditions of the quotation are accepted by me and I will abide by the terms and conditions mentioned in tender.

Place

Date

Full signature of the quotationers
With date and seal.

ANNEXURE-II

Financial bid/ Quotation price

Sl. No	Name of the Authorized Dealer	Rate Quoted per Unit(in Rs)
1		

Quoted price (including taxes and other charges is Rs..... (Rupees) in words.

AMC-

After Warranty Period For Three Years	Quoted Amount
03 Years	

Quoted price (including taxes and other charges if any, is Rs..... (Rupees) in words.

We agree to supply the above materials in accordance with the technical specification for the amount mentioned above within 7 days from the receipt of the supply order.

N.B:- (a) in case of discrepancy between unit price and total price, the lowest price among them shall be prevail.

(b) We agree to other terms and conditions of the tender and also confirmed we will provide the materials as per the standard specified in the document.

Place

Date

Full signature of the quotationers
with date and seal.