Nandeesh Babu MG	
DGM (Civil)	
C&P/2016/	
	07/10/2016

INVITATION FOR QUOTATION

Sub: Procurement of seven laptops for setting up of Techical Support Group (TSG) of the scheme Pandit Madan Malaviya National Mission on Teachers & Teaching(PMMMNMTT)

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given at *Annexure I*,

Sr.	Brief Description	Quantity	Delivery	Place of	Installation
No			Period	Delivery	Requirement (if
			(In days)		any)
1	Procurement of seven			EdCIL House	
	laptops with seven			18A, Sector	
	paper license of MS	07	15	16A, Noida –	Yes
	Office (Standard)			201301.	
	2016.				

2. Quotation,

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 Corrections in rates, if any, shall be made by crossing out, initialing, dating and re writing.
- 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price and no cost over and above the quoted price shall be paid.
- 2.4 Applicable taxes shall be quoted separately for all items.
- 2.5 The prices quoted by the bidder shall be fixed for the quantity mentioned, duration of the contract and shall not be subject to adjustment on any account. Price will be firm for any positive or negative variation up to 100%.
- 2.6 The Prices should be quoted in Indian Rupees only.Payment will be made through RTGS/online mode.
- 3. Each bidder shall submit only one quotation.
- 4. Quotation shall remain valid for a period not less than **60** days after the last date of quotation submission.
- 5. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- 5.1 are properly signed; and
- 5.2 Confirm to the terms and conditions, and specifications.
- 6. The agency should furnish a copy of PAN No., Tin No., Sales Tax No., PF No. as applicable.
- 7. The average annual turnover of the agency should be Rs. **60 Lakhs** during the last three financial years (2013-2014, 2014-2015 & 2015-2016). In this regard, the bidder shall submit audited Balance sheets including profit and loss accounts for the last three financial years as above. The bidder should be with positive networth.

8. Agency must have executed atleast:
One single order of similar work having value of Rs. 4 Lakhs

(OR)

Two orders of similar work having value of Rs. 2.5 Lakhs

(OR)

Three orders of similar work having value of Rs. 2 Lakhs. {The above said orders should have been undertaken in the last three years}

- 9. Environment & Health Safety The agency while executing the assignment should considered all environmental & health safety precautions so as to abide as per the norms prescribed in the IS standard or any other statutory regulation.
- 10. The Quotations would be evaluated for all items together.
- 11. Award of contract:

Edcil shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 11.1 Notwithstanding the above, the Edcil 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, without assigning any reason.
- 11.2 The bidder whose bid is accepted will be notified of the award of contract by the Edcil prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 12. Payment shall be made in Indian Rupees as follows:

Delivery and Installation - 90% of total cost

Satisfactory Acceptance - 10% of total cost

- 13. All supplied items are under warranty of **36** months from the date of successful acceptance of items and the agency to provide all warranty documents in this regard. The warranty should be covered by OEM's authorized representative.
- 14. You are requested to provide your offer in a sealed envelope latest by **1530** hours on **21.10.2016**, to EdCIL.
- 15. The quotation shall be opened on **21.10.2016 at 1600 hrs**, in presence of authorized representative of the participating firms.
- 16. Detailed specifications of the items are at *Annexure I*.
- 17. While handing over the items in good working and in new condition, bidder is required to explain the main functions related to safety & precautions of product with mandatory software support as indicated in specification.
- 18. Testing/Installation Clause (if any) The supplier has to installed the software and provide the licenses etc in this regard.
- 19. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
- Sealed quotation to be submitted/ delivered at the address mentioned below,
 DGM (C&P), Ed.CIL House, 18 A, Sector 16 A, Noida- 201301, Uttar Pradesh,
 India.
- 21. Any clarifications can be taken on email: mnandesh@edcil.co.in

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

With regards,

Yours faithfully,

(Nandeesh Babu MG)

Annexure I

Sr. No	Item Name	Specifications
1	Procurement of seven laptops (7 No) with seven paper license of MS Office (Standard) 2016.	X86 Processor, Integrated chipset, 4 GB DDR3 expandable to 16 GB or higher memory, Gigabit Ethernet, Wi-fi & Bluetooth enabled, built in webcam, Integrated graphic controller with 1 GB dedicated video buffer memory and sound controller with inbuilt speakers & mic, 500 GB SATA hard disk (5400 rpm) or higher, 14" LED backlit display, Built in card reader, Keyboard with palm rest & touch pad with scroll/touch point, minimum five hours battery backup with lithium ion battery, Accessories- AC power adapter & Carrying case, Preloaded with windows 8.1 professional (64 bit) OS, all necessary plugns/utilities, Driver software including bundled in CD/DVD media. (Three years warranty) . Laptop shall be provided with paper license of MS office (std) 2016.

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date:	 	

To:

DGM (C&P), EdCIL(India) Ltd. Ed.CIL House, 18 A, Sector 16 A, Noida- 201301, Uttar Pradesh, India.

Total Price Quantum Total Price of Carron Note	n laptops with seven paper license of Office (Standard).	07		of taxes)			taxes in Rs.)
Note i) Disco	•	07					
Note i) Disco		Total					
Note i) Disco	uotation (exclusive of taxes) (In Word	ls)		<u> </u>	l		
Note i) Disco							
i) Disco	Quotation (Inclusive of taxes) (In Wor	rds)					
i) Disco							
i) Disco	Signature of bidder			••			
i) Disco	Name & Address			-			
	Date						
packa	ount or any other offers affecting the page price mentioned at any other plac					count or any other	offers affecting the
ii) In cas	se of discrepancy between unit price	and tot	tal price, the	unit price shal	ll prevail.		
iii) Quota							

LETTER OF TRANSMITTAL

From:
<u>To</u>
Deputy General Manager (Projects), Civil & Procurement Department EdCIL (India) Limited, Ed.CIL House, 18A, Sector- 16A, NOIDA- 201 301 (U.P)
Subject: Procurement of seven laptops for setting up of Techical Support Group (TSG) of the scheme Pandit Madan Malaviya National Mission on Teachers & Teaching(PMMMNMTT)
We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ———————————————————————————————————
We confirm that the normal commercial warranty/ guarantee of — — months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.
We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
We also agree to supply the original new equipment of approved brand without any tampering of equipment.
Signature of Supplier
Name:
Address:
Contact No: