

INVITATION FOR QUOTATIONS

To
 Respective Suppliers

Sub: Invitation for quotation for supply of Furniture at District Implementation Unit (DIU), Nagpur

1. You are invited to submit your sealed competitive quotation for supply of LCD Projector at District Implementation Unit (DIU), Nagpur

Sl.No.	Name of the item	Specifications	Units	Approx. Quantity
1	Cupbord	Size-78x36x19 Material- Metal Item weight- Approximate 50 Kg No. of shelf-04 shelf Lockable Half Locker Color- Gray	Nos	02
2	Cupbord	Size-63 x 36 x 18 Material- Metal Item weight- Approximate 25 Kg No. of shelf-03 shelf Lockable Half Locker	Nos	03
3	Office VIP Chair	Revolving Chair High Back Tilt Mechanism Tween Wheel nylon caster, Leather Chair Colour-Black/Brown	Nos	02
4	Office Chair	Revolving Chair Mid Back Mesh Mid Back Revolving chair, Power Hydraulic Push Back Mechanism Adjustable Armrest, chrom base Tween Wheel nylon caster, Color-Black	Nos	06
5	Simple Leather Chair	Size standard Furniture Finish matte Material Iron	Nos	20
6	Multisector Chair	Metal body 3 Seter	Nos	1

**Quantity mentioned is for evaluation purpose, it may vary.*

Supply and Installation at: Office of District Implementation Unit (SMART), Nagpur, Kadimbag Nursery, Civil Line, Nagpur-440001.

Delivery Period: 10 days from the date of issue of supply order

1. Government of Maharashtra has launched World Bank assisted “Hon. Balasaheb Thackeray Agribusiness and Rural Transformation (SMART) project” in the state of Maharashtra and intends to apply part of the proceeds of this financing to eligible payments under the contract for which this invitation for quotations is issued.
2. **Bid Price**
 - a) The contract shall be for the full quantity as described above.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The Prices shall be excluding GST.
 - e) Rate should be inclusive of supply and installation
 - f) Bidder should quote rate for all the items
 - g) The Prices shall be quoted in Indian Rupees only
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 60 days after the dead line date specified for submission.
5. **Eligibility Criteria**
 1. The bidder must have successfully executed/installed at least one contract/work at any Govt. or semi Govt. organization and Private organization
 2. Shop/Factory Act license or UDYAM Registration Certificate.
 3. GST Registration
 4. Bidder should have achieved in at least one year an annual financial turnover not less than Rs. 2.3 lakhs during last three financial years.
 5. The bidder should not be blacklisted / banned by any Government organization/PSUs during last 3 years **(Undertaking to be submitted as per attached Annexure – II)**
7. **Documents to be submitted along with the quotation**

The bidder should submit following documents along with the quotation

 1. Shop/Factory Act license or UDYAM Registration Certificate.
 2. GST Certificate and Pan Card Copy
 3. Audited Balance Sheet / ITR / Turnover Certificate issued by CA
 4. Work orders / supply orders from any Government/Semi Govt. organizations.
 5. Undertaking in regard to blacklisting and statement of integrity **(Format is appended as Annexure – I)**
7. **Bid Security:**
 - 1) Bidder should submit bid security declaration in the attached **format (Annexure – II)**. If bidder not submitted bid security declaration, in such case the bid submitted by such bidder will be rejected.
 - 2) The Bid Security declaration will be executed
 - a) If a bidder withdraws its bid prior to the expiry date of bid validity specified by the bidder on the letter of bid or any extended date provided by the bidder; or
 - b) During the bid process, if any information submitted found manipulated / hidden /false / mala fide in the bid
 - c) if the successful Bidder fails to
 - (i) Follow the supply and installation terms in Contract
8. **General Conditions**
 - a) Bidder shall submit their quotation in the format given in this document. Single envelope method shall be followed.
 - b) The quantity mentioned may increase /decrease (+/- 25% of the mentioned number of goods against each item) depend on the requirement However, Bid Inviting Authority reserve

the right in any situation to accept or reject full quantity of the mentioned goods for which rates are invited.

c) Normal commercial guarantee / warranty shall be applicable to supplied goods. Bidder have to mention the specific warranty period for quoted goods.

d) All legal disputes relating to the supply and installation etc. are subject to the jurisdiction of court of law at Nagpur.

9. Evaluation of Quotations

The bid inviting authority 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 will be evaluated for the all items together. GST amount shall not be considered in evaluation.

10. 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.

a) Notwithstanding the above, the Procurement Evaluation Committee, bid inviting authority 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 bid is accepted will be notified of the award of contract by the bid inviting authority prior to expiration of the quotation validity period. The terms of the accepted offer will be incorporated in the supply / work order.

11. **Payment:** Payment will be made after successful supply and installation of all quantity for which supply order will be issued. **No advance payment will be made** for whatsoever reason. The payment will be made within two weeks from the date of submission of original tax invoice. Actual GST will be paid on submission of tax invoice.

12. Part supply of order will not be accepted and payment will be released only on receipt of complete satisfactory supply and installation of ordered goods . Successful bidder has to render delivery challan and installation certificate at the time of delivery and commissioning of the goods .

13. Quotations will be opened in the presence of bidder's representatives who choose to attend on above mentioned address on **15/07/2023 at 03.30 P.M** . Interested bidder should submit only one quotation in a sealed envelope super scribed as "Quotations for supply of LCD Projector at Distcrit Implementation Unit (DIU), Nagpur **at Office of Project Director ATMA for DIU, Nagpur, Kadimbag Nursary, Civil Line Nagpur- 440001.**

14. In the event of the date being declared as a holiday for the purchaser's office , the due date of submission and opening of quotations will be the following working date & time . Please note that quotations shall be open on working days and in working hours only. No claim will be entertained in this regard.

15. You may visit office before submission of your quotation for further clarifications required if any on working days and in working hours.

Sd/-
Nodal Officer
District Implementation Unit (DIU)
& Project Director ATMA, Nagpur

FORMAT OF QUOTATION
(On Bidder's Letter head)

Date:

To:

**Nodal Officer,
District Implementation Unit (DIU)
Kadimbag Nursary, Civil Line, Nagpur**

Subject: Invitation for quotation for supply of Furniture at District Implementation Unit (DIU), Nagpur
Ref. No. SMART/DIU-NGP/RFQ/Furniture/332/2023, Dt:-30/06/2023

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under

Sl. No.	Name of the item	Specifications	Unit	Qty.	Rate per Unit in Rs. Without GST	Total Amount Rs without GST
1	Cupbord Big Size	Size-78x36x19 Material- Metal Item weight- Approximate 50 Kg No. of shelf-04 shelf Lockable Half Locker Color- Gray	Nos	02		
2	Cupbord Small Size	Size-63 x 36 x 18 Material- Metal Item weight- Approximate 25 Kg No. of shelf-03 shelf Lockable Half Locker	Nos	03		
3	Office VIP Chair	Revolving Chair High Back Tilt Mechanism Tween Wheel nylon caster, Leather Chair Colour-Black/Brown	Nos	02		
4	Office Chair	Revolving Chair Mid Back Mesh Mid Back Revolving chair, Power Hydraulic Push Back Mechanism Adjustable Armrest, chrom base Tween Wheel nylon caster, Color-Black	Nos	06		
5	Simple Leather Chair	Size standard Furniture Finish matte Material Iron	Nos	20		
6	Multisector Chair	Metal body 3 Seter	Nos	01		
					Total Amount without GST	
					GST	
					Total Amount with GST	

***Tax / GST should be shown separately.**

We agree to supply and install above mentioned items in accordance with the specifications and terms and conditions mentioned in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract.

Signature

Name: _____
Agency Stamp / Seal

ANNEXURE I
(Undertaking in regard to blacklisting and statement of integrity)

I/We undertake that the dealings of our firm or our authorized dealer submitting bid on our behalf (if any) have never been blacklisted or stopped by any Govt. Organizations/Institutions/Departments. In case of it is found incorrect at any stage, our contract will be terminated immediately. We promise that neither the principal firm nor the authorized dealers shall offer to the employees of project any benefit which is not available legally and to not to commit any offence under prevention of corruption act 1988. We promise that we shall not enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts etc.

Signature of Authorized Signatory with seal of the firm

Note: Print on your letterhead

ANNEXURE II

**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY
(To be submitted on the Bidder's Letter Head)**

Date:

Tender Ref No.: Quotation No. No. SMART/DIU-NGP/RFQ/Furniture/332/2023, Dt:- 30/06/2023

To:

**Nodal Officer,
District Implementation Unit (DIU)
Kadimbag Nursary, Civil Line, Nagpur**

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for (Insert Title of the RFQ), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any government tenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.
- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorised Signatory of bidder
Name of Authorized Signatory

