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## DISTRICT RURAL DEVELOPMENT AGENCY, KHORDHA

Letter no 535

Date 25/02/2021

### Quotation Call Notice

Sealed Quotations are invited from interested reputed suppliers/ authorised dealers/manufacturers for Supply of following items as per specification given below, for official use of MGNREGS Staffs of DRDA & blocks of, Khordha. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before 09.03.2021 by 3:00 PM and shall be opened on the same day at 3:30 PM in presence of the bidders or their authorized representatives.

The undersigned is reserves to accept or reject the tender without assigning any reasons thereon.

### 2. Name of the Items:-

Brief Description of the Item	Specification	Quantity	Delivery period	Place of delivery	Installation requirement if any
Desktop	Intel core i5, 10 <sup>th</sup> Generation, Window10 professional, 8GB RAM,1TB HDD/256SSD,19.5 inch monitor or higher, three years onsite warranty.	11 nos (Eleven nos)	7Days	DRDA, Khordha	Yes
Laptop	Intel core i7, 10 <sup>th</sup> Generation,Window10 professional,8GB RAM,1TB HDD/256SSD or higher,14 inch screen or less, wireless and blue tooth connectivity, web cam, three years onsite warranty, carry bag.	1 nos (one nos)	7Days	DRDA, Khordha	Yes

### 2. Bid Price

- e) The transportation charges also to be included in the Bid Price.
- f) All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- g) 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.
- h) The Prices should be quoted in Indian Rupees only.

### 3. Each bidder shall submit only one quotation.

**4. Validity of Quotation**

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

**5. 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) confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for the entire item together.

**6. Award of contract**

- a. 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.
- b. 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 purchase order.

7. Payment shall be made after delivery of the goods and after submission of the bills and vouchers.

8. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

9. Any legal dispute arising out of this is subject to concerned district jurisdiction only.

10. Notwithstanding the above, the DRDA Khordha reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the Project Director, DRDA, Khordha.

11. A sum of Rs. 20,000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Project Director, DRDA, Khordha payable at SBI, Khordha and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

  
Project Director,  
DRDA, Khordha

Memo No. 536

Dated 25/02/2021

Copy to Dy. Collector, Collectorate, Khordha / all BDOs/Sub Collector Khordha/ Bhubaneswar / with a request to affix the above tender call notice in their notice board for wide publicity.

Copy to District NIC Khurda for web hoisting the quotation call notice in district website.

  
Project Director,  
DRDA, Khordha

## EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address :	
3	Are you a dealer/reseller	
4	GST Registration no. e (Copy to be attached)	
5	PAN No. (with copy of certificate)	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

### **DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

**Signature:**

**Date:**

**Name**

**Address**

**Designation:**