

No. PD/NERLP/2011-12/78(Part File)/491
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,
P.O. Assam Sachibalaya, Dispur,
Guwahati-781006
Dated: 08.11.2017

To

Sub: Invitation for Quotations for supply of Stationery

Sir,

You are invited to submit your most competitive quotation for supply of Office Stationery items mentioned of Annexure-A

1. **Bid Price**

- a) The bid price should be quoted in Unit/Number, Corrections if any shall be made by crossing out, initialing, dating and rewriting. The price should remain valid for one year from the date of quotation.
- 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 by the bidder shall be fixed for the year 2017-18 and shall not be subject to any change or alteration. The price shall be quoted in Indian Rupees only. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- d) Copy of PAN & GST number (self attested) are required to be submitted with quotation.
- e) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

2. **Validity of Quotation**

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

3. **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) Conform to the terms and conditions, and specifications. The Quotations would be evaluated for all the item together. Sales tax in connection with sale of goods shall not be taken into account in evaluation.

4. **Award of contract**

The Purchaser will award the contract for supply of Office Stationery as per requirement to the successful bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

5. 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.
6. 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 supply order. Payment shall be made immediately after delivery of the goods.
7. You are requested to provide your offer latest **by 02:00-hours on 21/11/2017** to Project Director, North East Rural Livelihoods Project, House No-102, Dilip Huzuri Path, Dispur, Guwahati-781006. Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at **02:30 hrs. on 21/11/2017** in the office of the North East Rural Livelihood Project.- House No-102, Dilip Huzuri Path, Dispur, Guwahati-781006.
8. We look forward to receiving your quotations and thank you for your interest in this project.

This has the approval of competent authority.



Chief Operating Officer
Regional Project Management Unit
House No.102, Dilip Huzuri Path,
Dispur, Guwahati-781006

FORMAT OF QUOTATION

(In letterhead of the supplier with full address)

No _____

Date: ___ / ___ / ___

To,

The Project Director,
North East Rural Livelihoods Project,
Regional Project Management Unit
House No.102, Dilip Huzuri Path
Dispur, Guwahati-781006

Sub : Submission for Quotations for supply of _____.

Sl. No	Description of the goods	Specifications*	Quantity	Unit	Quoted unit rate in Rs.	Total Amount	
						(In figures)	(in words)
1							
	Total						
	Tax on sl.1						

Gross total Cost: Rs.

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

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

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.

Signature of Supplier

Name.....

Contact No:

(Seal)