

No.PD/NERLP/2010-11/54
North East Rural Livelihood Promotion Society
 Ministry of DoNER, Govt. of India

Regional Project Management Unit
 House no. 102, Dilip Huzuri path
 Dispur, Guwahati- 781006
 Date: 30/11/2017

To

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Sub: Invitation for quotation for designing, printing and supply of wall calendars, table calendars, diaries and Newsletter

Sir/Madam

You are invited to submit your most competitive quotation for the following items within 14 days.

Firms are requested to bring along sample products against which quotation is submitted on the date of opening.

Sl.no	Brief description /specification of the item	Total quantity in nos.	Place of Delivery	Period of submission of quotation
1	Wall Calendar: Size 17"X27" Multi color, 3 leafs (back to back) design and printing, Top spiral binding, 150 GSM	30,000	O/O North East Rural Livelihood Promotion Society House no. 102, Dilip Huzuri Path, Dispur, Guwahati- 781006	14 days
2	Table calendar: Size 7"X9.5" Back to back printing, 250 GSM, 32 pages (16 leafs), wire binding, glossy paper.	2000		
3	Diary: size = 7"X9.5", hard binding, 32 ounce millboard, multi color, resin cover, 130 art paper	1000		
4	Newsletter: Size=1/4 demy (Closed Size), multi colour, Total no. of pages- 8 Paper: 130 GSM, glossy art paper Binding: centre stitch	1000		

*where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent markings only.

1. Regional project Management Unit of North East Rural Livelihood Project has received fund from the ministry of DoNER towards the cause of project implementation and intends to apply a part of this fund to eligible payments under the contract for which invitation for quotation is issued.
2. **BID PRICE**
 - a. The contract shall be for the full quantity as described above. Corrections, if any shall be made by crossing out, initiating, dating and rewriting.
 - b. All duties, taxes and other levies payable by the supplier/contractor under the contract shall be included in the total price.
 - c. 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.
 - d. The prices shall be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation. A certificate from the banker is to be enclosed indicating bank account being maintained in favor of the firm. A copy of PAN card and VAT/GST registration certificate of the product for which quotation is called for and duly self attested are required to be enclosed along with the quotation.
4. **Validity of Quotation:** Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission
5. **Evaluation of Quotations:** The purchaser shall evaluate and compare the quotations determined to be substantially responsive, i.e which are properly signed and confirm to the terms and conditions and specifications.
6. All items in the quotation will be evaluated together/separately
7. **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
 - 7.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time of the prior to the award of the contract.
 - 7.2 The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in purchase order.
8. Payment shall be made immediately after the delivery of the goods as per the work order.
9. Normal commercial warranty/guarantee shall be applicable to the supplied goods, if applicable.
10. You are requested to provide your offer latest by 17:00 hours on 14th December 2017 to 'The Project Director, North East Rural Livelihood Project, House no. 102, Dilip Huzuri path, Dispur, Guwahati- 781006'. All quotations to be dropped in the Drop Box of NERLP Office.
11. Quotations will be opened in the presence of the bidders or the representatives who choose to attend at 17.00 hours on 14th December 2016 in the office of the NERLP, Guwahati.
12. We look forward to receiving your quotations and thank you for your interest in this project.

This has the approval of the competent authority.



Project Manager (procurement)
NERLP, Guwahati

Format of quotation

(In the letter head of the supplier with seal)

Ref No.

Date:

Sl. no	Description/specification of the goods/ items	Unit quoted	Unit rate quoted in INR excluding tax	Taxes and Duties	Total price	Delivery within 15 days

Gross total cost: Rs.....

We agree to supply the above good/items in accordance with the technical specifications for a total contract price of Rs. _____ (amount in figures) (Rupees _____ amount in words) per delivery schedule given in quotation above.

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

We hereby certify, we have taken steps to ensure that no person acting for us or on our behalf will engage in fraudulent or corrupt practices.

Signature of the supplier

Name.....

Contact no.....

(Seal)