

BAIF Institute for Sustainable Livelihoods and Development (BAIF Livelihoods)

BAIF-MITTRA Bhavan, Opp. Niwas Homes, Behind Bodhale Nagar, Nashik-Pune Road, Nashik 422011
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TENDER FOR QUOTATIONS FOR DESKTOP COMPUTER

O. No. O.No.BISLD/NASHIK/3062/24

Date.23.08.2024

You are invited to submit your most competitive quotation for the following products:

Brief Description of the Product	Qty (No.)	Place of Delivery	Expected Month for Delivery of Material
<u>Desktop Computer</u> Dell AIO Insp 5420 CI3 13th Gen/8GB/SSD/No.DVD/23.8" FHD Screen /Win 11H+Ms Office Hs/3 Yer (Black)	25	Tal. Hatkangale Dist. Kolhapur	Aug.2024

Detailed Description of the Product: - DESKTOP COMPUTER

As above

1. Quoted Price:

- The contract shall be valid up to 30.09.2024 for the above-described products.
- The bidder shall quote for goods / services in the attached format only.
- All duties, taxes, F.O.R. and other levies payable by the bidder shall be included in the goods / services and shall stand final.
- The rates quoted for each good/service shall be fixed for the duration of the contract and shall not be subject to adjustment.
- Corrections if any, shall be made by crossing out, initialing, dating and rewriting.
- The prices shall be quoted in Indian Rupees only
- The work quantity may vary.
- Estimate is subject to change in future Orders
- Bidder has to mention location (s) of work where service can be provided.

2. Each bidder must submit only one quotation. Bidder shall not contact other bidders in matters related to this Quotation

3. Validity of Quotation:

The quotation shall remain valid up to 30.09.2024

4. Evaluation of Quotation:

Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions and specifications in the following manner.

- a. The evaluation will be done exclusive of GST.
- b. The evaluation would be done for all the goods/services put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. We will award the contract to the responsive bidder whose total cost for all the items put together will be the lowest. Or best suitable required specification /quality as decided Procurement committee.
- c. Will compare terms & conditions and specifications

5. Award of contract:

- a. Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per Para 4 (b) above.
- b. Purchaser prior to the expiry of the validity period of the quotation will notify the bidder whose quotation has been accepted for award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order or Work Order.
- c. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations any time prior to the award of the contract.

6. Payment shall be made after 15 days of delivery of Material.

7. Normal commercial guarantee / warranty shall be applicable to the supplied goods and its installation.

8. Cost of Procurement Processing:

The bidder shall pay a "Tender Fee" of **Rs.500/-** only Bhim UPI VPA /QR Code through Detailed process is enclosed as Annexure. Prior to submission of Bid, Transaction No. and date are to be mentioned while submitting the bid/quotation.

9. Earnest Money Deposit:

EMD for this tender will be 2% of the total cost of the PO. BAIF Livelihoods Nashik will compare all the bids and the Purchase Committee will award a contract to Selected Vendor. Selected Vendor will be informed of the selection for supply of goods/services by E-mail. Selected Vendor has to transfer the EMD amount within two working days and inform about the Transaction No. and date by return E-mail. After confirmation of EMD amount being deposited in BAIF Livelihoods Bank Account, BAIF Livelihoods will issue the Purchase Order/Work Order. In case of failure to pay EMD, BAIF Livelihoods Purchase Committee reserves the right to decide further course of action. The same will be refunded (interest free) after obtaining the work completion report of the total scope of work or guarantee/warranty period, for at least one monsoon season period whichever is applicable. The earnest money shall be liable to be forfeited, if the successful bidder, after submitting the tender rescinds from or modifies the offer after acceptance of the tender.

After acceptance of Work Order/Purchase Order and payment of EMD, if work is not completed or material is not supplied within the validity period of the Work Order/Purchase Order, the Vendor will not be eligible for refund of EMD and will also not be eligible to participate in future tender process of BAIF for a period of one year.

10. Submission of Quotations:

- Sealed Envelope mentioning “**DESKTOP COMPUTER**” on it.
- Transaction No. and date for payment of tender fee.
- List of Similar Works Undertaken with details of clients etc. if any.
- **Last date of Submission is 30.08.2024** latest by 5:30 p.m.
- Address: **Purchase Department, BAIF Institute for Sustainable Livelihoods and Development BAIF-MITTRA Bhavan, Opp.Niwas Homes, Behind Bodhale Nagar, Nashik Pune Road, Nashik 422011**

We look forward to receiving your quotations.

Yours sincerely



(Dr. Raviraj Jadhav)
Regional Director
BAIF Livelihoods

Encl.: Format of Quotation

(To be printed on Pre-numbered Quotation format or if same is not available then on Letterhead with unique number and date)

FORMAT OF QUOTATION

Sr. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Price	Total Amount
		Total				
		Taxes @% (if any)				
		Grand Total				

Terms and Conditions:

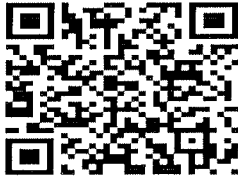
1. Tax Registration Number -
2. Transport -
3. Validity of Quotation –
4. Warranty/Guarantee –
5. Expiry date of the material (wherever applicable) –
6. MSME Registration – Yes/No

Signature with Stamp of Firm
Name of Authorized signatory

Annex 1 - Tender fees & EMD amount Collection

1.This is to be used for payment from Scan QR Code of BHIM UPI Mobile App or any banks mobile app or Paytm or Goole



2.BHIM UPI VPA: bisld@icici

1. After making the payment, the vendor/bidder will receive an online receipt, as well as the Transaction No. as confirmation of payment
2. Vendor / Bidder has to inform the “Transaction No.” and “Amount” to the Purchase Dept. Nashik immediately through E-mail and also at the time of submitting the quotation in case of Tender Fee and before receiving PO / WO in case of EMD.