

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER SHOPPING PROCEDURES**

To

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Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF IT EQUIPMENT

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the Goods	Specifications	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
As detailed in Annex A	As detailed in Annex A	As detailed in Annex A	15 days	At IWAI Noida office (2 <sup>nd</sup> Floor, A-13, Sector-1, Noida, UP)	

2. Government of India has received a financing from the World Bank towards the cost of the Project Preparation 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.

3. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.
- d) 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.
- e) The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

**5. Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

**6. Qualification of the Bidders**

The bidder shall provide qualification information which shall include :-

- (a) total monetary value of equipment supplies performed for each year of the last 3 years (order copies to be submitted);
- (b) Report on his financial standing during the last 3 financial years certified by a CA; and

**6.1 To qualify for award of the contract the bidder:-**

should have satisfactorily supplied equipment of at least 50% each of the quantity in the last three years;

**7. 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 separately for each item.

Sales tax in connection with sale of goods shall not be taken into account in evaluation.

**8. 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.

8.1 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.

8.2 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 (sample form attached).

9. 90% payment shall be made immediately after delivery of the goods and balance 10% to be released after acceptance of the goods.
10. Normal commercial warranty / guarantee of 12 months shall be applicable to the supplied goods.
11. You are requested to provide your offer latest by 1500 hours on 29<sup>th</sup> October, 2015.
12. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

Name: Project Director (Jal Marg Vikas Project)  
& Member (Finance & Traffic)

Address: Inland Waterways Authority of India  
A-13, Sector-1, Noida, Uttar Pradesh - 201301

Tel. No. (0120) 2544004

Fax No. (0120) 2543976

**FORMAT OF QUOTATION**

Sl. No.	Description Goods	Specifications	Qty.	Unit	Taxes	Quoted Unit Rate in Rs.	Total Amount	
							In Figures	In Words
		<b>TOTAL</b>						

**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 12 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 has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank’s sanctions procedures) in competing for or in performing the Contract.

**Signature of Supplier**

OFFICE OF .....  
.....

SUPPLY ORDER

To:

M/s  
.....  
.....  
.....  
.....

Dear Sirs,

Sub: Supply of .....  
.....

Ref Your quotation no..... dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to supply** the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

SL.No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
2					
3					
4					
5					
			Total		

Vat/Sales Tax will be extra

- 2. Delivery Period: .....days from the date of issue of this supply order.
- 3. Place of delivery .....
- 4. Consignee Address: .....
- 5. Vat/Sales tax if any will be paid at actual prevailing on the date of supply.

6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
7. Payment shall be made within 15 days of delivery; and acceptance of the goods / equipment.
8. Other terms and conditions are as under:

**(Purchaser)**

Date:

Place:

Name: .....

Designation:.....

<b>IT EQUIPMENT SPECIFICATIONS</b>			
<b>S.NO</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1	<b>Heavy Duty Printer</b>	i. Multi Function Copier/Printer/Scanner ii. Laserjet, Black & White iii. 40-50 ppm iv. LAN/WiFi supportable v. Print capacity - 15000-20000 pages or more per cartridge vi. Display screen LCD vii. 3 or more trays viii. Paper size support - A3, A4, A5, B4, B5, Legal, Custom size, etc. ix. Upto 600 x 600 dpi or equivalent or more x. Platform support - All xi. USB support xii. Duplex printing	1
2	<b>Color Printer</b>	i. Multi Function Copier/Printer ii. Laserjet, Colour iii. 15-20 ppm iv. Network Printer v. Print Capacity - 1000-3000 pages or more per cartridge vi. Paper size support - A3, A4, A5, B4, B5, Legal, Custom size, etc. vii. Upto 600 x 600 dpi or equivalent viii. Platform support - All ix. Duplex Printing	2
3	<b>Pen Drive</b>	i. Storage Capacity - 16 GB ii. Platform support - All iii. Interface - 3.0	30

4	<b>Laptop</b>	<p>i. Processors : Intel Core i7 (2.50 GHz speed or more, Octa core, 32 bit) or equivalent</p> <p>ii. Operating Systems :Genuine Windows® 10 (32 bit) pre-installed (OEM media for OS and Drivers will be supplied by the vendor, (with licensed CD)</p> <p>iii. Chipset: Intel or equivalent</p> <p>iv. Carry Bag</p> <p>v. Internal Storage: 1 TB, 7200 RPM SATA</p> <p>vi. Memory: 8GB; DDR3 expandable upto 16 GB or more</p> <p>vii. Optical Drive: DVD Writer</p> <p>viii. Ethernet, WiFi, Bluetooth</p> <p>ix. USB Ports: High speed USB 3.0</p> <p>x. Display : 15.6 inch</p> <p>xi. Onsite Warranty: Up to 1 year or more</p> <p>xii. Cord less Mouse</p> <p>Preloaded Software :</p> <ul style="list-style-type: none"> <li>• Microsoft Office 2013</li> <li>• Acrobat Reader</li> </ul>	10
5	<b>Desktop</b>	<p>i. Processors : Intel Core i7 (2.50 GHz speed or more, Octa core, 32 or 64 bit) or equivalent</p> <p>ii. Operating Systems :Genuine Windows® 10 (32 bit) pre-installed (OEM media for OS and Drivers will be supplied by the vendor, (with licensed CD or back up CD)</p> <p>iii. Chipset: Intel or equivalent</p> <p>iv. Form Factor: All-in-One</p> <p>v. Internal Storage: 1 TB, 7200 RPM SATA</p> <p>vi. Memory: 8GB; DDR3 expandable upto 16 GB or more</p> <p>vii. Optical Drive: DVD Writer</p> <p>viii. Ethernet, WiFi, Bluetooth</p> <p>ix. USB Ports: High speed USB 3.0 (6 ports)</p> <p>x. Display/Monitor : Integrated 21 inch</p> <p>xi. Keyboard: USB (wired)</p> <p>xii. Mouse: USB, laser (wired)</p> <p>xiii. Onsite Warranty: Up to 1 year or more</p> <p>Preloaded Software :</p> <ul style="list-style-type: none"> <li>• Microsoft Office 2013</li> <li>• Acrobat Reader</li> </ul>	7



6	<b>External Hard Disk Drive</b>	<ul style="list-style-type: none"> <li>i. Capacity - 1 TB</li> <li>ii. Interface - 3.0</li> <li>iii. Speed - 7200 RPM</li> <li>iv. Portable</li> </ul>	16
7	<b>UPS</b>	<ul style="list-style-type: none"> <li>i. 1 KVA</li> <li>ii. Noise free</li> <li>iii. Online UPS Technology</li> </ul>	8
8	<b>Dictaphone</b>	<ul style="list-style-type: none"> <li>i. 8 GB or more (650 hour voice recording or more)</li> <li>ii. Digital Audio Voice Recorder</li> <li>iii. Multifunctional Rechargeable</li> </ul>	2
9	<b>Antivirus</b>	<ul style="list-style-type: none"> <li>i. Three year subscription</li> <li>ii. 10 user per pack</li> <li>iii. Platform Support - All</li> </ul>	2
10	<b>DVDs</b>	<ul style="list-style-type: none"> <li>i. DVD - 4.7 GB storage or more (box containing 100 DVDs) with cushioned covers</li> <li>ii. Re-Writable</li> </ul>	1
11	<b>CDs</b>	<ul style="list-style-type: none"> <li>i. CD - 700 MB storage or more (box containing 100 CDs) with cushioned covers</li> <li>ii. Re-Writable</li> </ul>	1
12	<b>WiFi Router</b>	<ul style="list-style-type: none"> <li>i. Double Antenna</li> <li>ii. Four RJ45 LAN ports or more</li> </ul>	1

13	<b>Laptop (Apple)</b>	<ul style="list-style-type: none"> <li>i. Processors : Intel Core i5 (2.50 GHz speed or more, Octa core, 32 bit or 64 bit) or equivalent</li> <li>ii. Operating Systems : Mac OS X Yosemite</li> <li>iii. LED Screen</li> <li>iv. Carry Bag</li> <li>v. Internal Storage (HDD): 500 GB or more, 7200 RPM</li> <li>vi. Memory: 8GB; DDR3 expandable upto 16 GB or more</li> <li>vii. Optical Drive: DVD Writer</li> <li>viii. Ethernet, WiFi, Bluetooth</li> <li>ix. USB Ports: High speed USB 3.0</li> <li>x. Display : 14 inch</li> <li>xi. Onsite Warranty: Up to 1 year or more</li> <li>xii. Cord less Mouse</li> </ul>	1
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