

E-5

**PROCUREMENT OF GOODS
UNDER
NATIONAL SHOPPING PROCEDURES**

*(For Contracts valued less than the
equivalent of US \$30,000 each)*

***RFQ No: 05/DPD-VI, DPMU-II, WBMIFMP
of 2020-2021, issued on 07.12.2020***

**Name of work:
Procurement of Microsoft Office 2019
Standard License -12 (twelve) nos for
use of SPMU, DPMUs and DPIUs**

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

To

Dear Sirs,

**Sub: INVITATION FOR QUOTATIONS FOR SUPPLY
OF Procurement of Microsoft Office 2019
Standard License -12 (twelve) nos for use of
SPMU, DPMUs and DPIUs**

1. You are invited to submit your most competitive quotation in hard copy in sealed envelope to the Deputy Project Director(civil)-VI, Office of the Additional Project Director-IV, DPMU-II, WBMIFMP,9th Floor, Jalasampad Bhawan, Salt Lake, Kol-91 for the following goods:-

SL No	Brief Description of the Goods	Specifications*	Quantity	Place of submission of Quotation	Last Date & Time of submission of Quotation	Delivery Period	Place of Delivery	Installation Requirement if any
1	Procurement of Microsoft Office 2019 Standard License -12 (twelve) nos for use of SPMU, DPMUs and DPIUs including installation at all delivery locations.	Refer Annexure A	Refer Annexure A	Office of Additional Project Director-IV, DPMU-II, WBMIFMP, 9 th Floor, Jalasampad Bhawan, Kolkata-700091	14-12-2020 up to 01-00 PM	5 days from issue of Award of Contract	1) 06 (six) nos at SPMU, WBMIFMP, 9 th Floor, Jalasampad Bhawan, Kolkata-700091 2) 01 (one) nos at Howrah Irrigation Division, near Nabanna, Howrah 3) 01 (one) nos at Hooghly Irrigation Division, Chinsurah, Hooghly 4) 02 (two) nos, 1 each at Burdwan Irrigation Division, and DPMU-I Kanainatshal, Burdwan 5) 01 (one) nos at Right Bank Irrigation Division, Sonamukhi, Bankura 6) 01 (one) nos at DPMU-II, WBMIFMP, 9 th Floor, Jalasampad Bhawan, Kolkata-700091	Installation is to be done within 5 working days after delivery of Goods

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

2. Government of India has received a credit from the International Bank for Reconstruction & Development (IBRD and Asian Infrastructure Investment Bank(AIIB) equivalent to US\$ 413 Million towards the cost of the WBMIFMP (West Bengal Major Irrigation & Flood Management Project) and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this request 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 by the bidder under the contract shall be included in the total price. The Bill/Invoice raised by the L-1 Bidder must clearly state the break-up of the basic price and taxes/duties as applicable.
- c) The L-1 bidder will be selected on the basis of lowest gross price of all items taken together along with any taxes/duties as applicable, as per laid down specification in this RFQ document under Annexure-A.
- 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 should be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed in each and every page including the terms and conditions and submitted within the deadline of submission (mode of submission of Quotation must in hard copy in sealed envelope only, no other mode of submission is acceptable); and conform to the terms and conditions, and specifications.

The Quotation would be evaluated for all the items together in this RFQ

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 quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 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 therein.
8. Payment shall be made within 20 working days, subject to availability of fund, after delivery and installation, fitting/fixing of the goods. The payment shall be made through e-Payment mode in favour of the Successful bidder on the basis of invoice submitted by the Successful Bidder to the undersigned subject to availability of fund. For payment in such mode, bank mandate form with valid PAN, Mobile Number, GSTIN Number etc is required to be submitted by the successful bidder.
9. Any fake documents/information submitted by the supplier will invite legal action/punishment against the supplier as per rules.
10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods. It is clarified here that for this RFQ, the warranty must be of 3 years followed by 2 yrs comprehensive Annual Maintenance Contract. The Bidder may also choose to provide 5 years warranty instead of 3years warranty+2 years AMC condition. It is also clarified here that 2% of Quoted Price before tax, will be retained as security deposit, which will be released after satisfactory completion of the 3rd year. The ceiling limit of such security deposit will be limited to Rs 10,000/=(rupees ten thousand) only.
11. You are requested to provide your offer latest by 13.00 hours on 14.12.2020 in duly signed in each page in hardcopy in sealed envelope to the Deputy Project Director (Civil)-VI, DPMU-II, WBMIFMP, 9thFloor, Jalsampad Bhawan, Salt Lake Kol-91. The offer in sealed envelope will be opened on 13.30 hours on 14.12.2020
12. We look forward to receiving your quotations and thank you for your interest in this project.

Name (Purchaser:Soumya Sundar Bhattacharya
Address:..Deputy Project Director (civil)-VI,
DPMU-II, WBMIFMP, 9th Floor Jalsampad
Bhawan, Salt Lake, Kol-91
Tel.No..033-23341232
Fax No.

Annexure-A
FORMAT OF QUOTATION *

Sl. No.	Description of item	Qty.	Unit	Quoted rate in Rs. Including all taxes as applicable and all incidental charges. Breakup of unit price for each item clearly stating base price and applicable taxes is required (in figure & in words) <i>(in figure & in words with GST break up)</i>	Total Amount(Breakup of total price for each item as well as gross total clearly stating base price and applicable taxes is required (in figure & in words) <i>(in figure & in words with GST break up)</i>	
					Rs.	Ps.
1	Microsoft Office 2019 Standard License - 12 (twelve) nos for use of SPMU, DPMUs and DPIUs including installation at all delivery locations.	12	each			
		Total	Rs.			

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for
A total contract price of Rs..... (amounting figures) (Rs..... amounting words)
.....amounting words)
Within the period specified in the Request for Quotations.

We also confirm that the warranty will be of 3 years followed by 2 yrs comprehensive Annual Maintenance Contract or 5 years warranty on the supplied as well as installed Goods

Signature of Supplier

* *Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*