INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING METHOD

To:

Subject: INVITATION FOR QUOTATIONS FOR “PRINTING & INSTALLATION OF PROMOTIONAL BOARD AND PRINTING & SUPPLY OF BOARD GAME WITH DICE (Ref. No. IN-SPMU-ASSAM-21426-GO-RFQ)”

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Brief Description of the Goods</th>
<th>Specifications</th>
<th>Quantity in No.</th>
<th>Delivery Period</th>
<th>Place of Delivery</th>
<th>Installation Requirement if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Board Game on Operation and Maintenance</td>
<td>Flex Printing with dice (270GSM) 3.24 x 1.52 sq m size Contents as attached</td>
<td>145 (110 in Assamese 35 in Bangla)</td>
<td>30 days from the date of issue of Supply Order</td>
<td>State Project Management Unit, Neer Nirmal Pariyojana-Assam, 5th Floor, Redstone Building, G.S. Road, Dispur, Guwahati – 781022</td>
<td>Demonstration and installation are not required.</td>
</tr>
<tr>
<td>2</td>
<td>Promotional Board</td>
<td>Vinyl Board (3mm white board with a hook to hang) 0.6 x 0.9 sq m Contents as attached</td>
<td>770 (600 in Assamese 170 in Bangla)</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

2. Government of India has received a credit from the International Development Association equivalent to US$500 billion towards the cost of the Rural Water Supply and Sanitation Project for Low Income States, now renamed as Neer Nirmal Pariyojana. The State Project Management Unit, Neer Nirmal Pariyojana-Assam (SPMU, NNP-Assam), an implementing agency, intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Invitation for Quotations is issued.

3. Bidding will be conducted under Shopping procurement method, specified in the World Bank’s “Guidelines - Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits and Grants by World Bank’s Borrowers” and is open to all eligible bidders.

4. 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) Goods and Services Tax (GST) shall be shown separately.

(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.

5. Each bidder shall submit only one quotation. Bidder shall not contact other bidders in matters relating to this quotation.

6. The bidder shall submit the quotation as per format attached at Appendix 1. The quotation in the attached format should be sealed in an envelope and addressed to and delivered to the address given below. The envelope shall be prominently marked on top with "PRINTING & INSTALLATION OF PROMOTIONAL BOARD AND PRINTING & SUPPLY OF BOARD GAME WITH DICE."

7. Incomplete or conditional quotation shall not be entertained. No quotation shall be accepted after closing date and time.

8. All the supplier participating in the bidding process must submit:

   (a) Power of Attorney to sign the quotation;

   (b) photocopy of Trade Licence;

   (c) photocopy of GST Registration Certificate;

   (d) photocopy of PAN Card;

   (e) documents in support of existence/experience of the firm/organisation for a minimum of three years;

   (f) a Certificate to the effect that the firm/organization is not blacklisted by any government department/semi-government/public sector organization; and

   (g) copy of all pages of Invitation for Quotations signed by the authorized signatory.

9. A bidder should quote price for a single Make/Brand for a particular item. In case, if the bidder quote price for multiple Make/Brands for the same item, then such quotations may be cancelled without further communication. Conditional quotation shall not be accepted.

10. Any firm/organization blacklisted by a government department/semi-government/public sector organization shall not be considered for this quotation process and the quotation will be rejected straightway.

11. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission and no request for any variation in quoted rates and/withdrawal of quotation on any ground by successful bidder shall be entertained during the validity period.

12. **Evaluation of Quotations:** The Client 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.

12.1. The Quotations would be evaluated for all the items together.

12.2. GST shall not be taken into account in evaluation.
12.3. In evaluating the quotations, the Client will determine the evaluated price for each proposal by adjusting the price quotation to correct any arithmetical errors as follows:

(a) where there is a discrepancy between unit rates in figures and in words, the rates in words will govern; and

(b) if a bidder refuses to accept the correction, his quotation will be rejected.

12.4. To assist in the analysis, evaluation and computation of the quotations, the SPMU, NNP-Assam may ask bidders individually for clarification of their quotations. The request for clarification and the response shall be in writing.

12.5. The SPMU, NNP-Assam may invite the lowest evaluated bidder for negotiations.

13. **Award of contract:** The Client 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.

13.1. Notwithstanding the above, the Client reserves the right to accept or reject any of the quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

13.2. The bidder whose quotation is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (format attached as Appendix 2).

14. Payment shall be made within 25 days after supply of the goods in good / acceptable conditions and receipt of the invoice from the bidder.

15. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

16. You are requested to provide your offer latest by **15.00 hours on 12 November 2018.** Quotations will be opened immediately after deadline for submission of quotations in the presence of the bidders or their authorized representatives, who choose to attend.

17. We look forward to receiving your quotations and thank you for your interest in this project.

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Signature

Project Director
State Project Management Unit
Nerol Pariyojana-Assam
5th Floor, Redstone Building, G.S. Road, Dispur, Guwahati – 781022
(To be given by the supplier in their official letter head)

**FORMAT OF QUOTATION**

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<th>S. No.</th>
<th>Brief Description of the Goods</th>
<th>Specifications</th>
<th>Quantity in No.</th>
<th>Quoted Unit Rate in INR Excluding GST</th>
<th>Total Amount in INR Excluding GST</th>
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**TOTAL EXCLUDING GST**

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**TOTAL INCLUDING GST**

*The evaluation will be done taking all the goods together*

**Gross Total Amount Including GST: INR**

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

We also confirm that the normal commercial warrentee/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**
SUPPLY ORDER

To:

Subject: PRINTING & INSTALLATION OF PROMOTIONAL BOARD AND PRINTING & SUPPLY OF BOARD GAME WITH DICE (Ref. No. IN-SPMU-ASSAM-21426-GORFQ)

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 at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

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<td></td>
<td>In Figures</td>
<td>In Words</td>
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TOTAL EXCLUDING GST
GST
TOTAL INCLUDING GST

Gross Total Amount Including GST: INR

2. Delivery Period: 30 days from the date of issue of this Supply Order.

3. Place of delivery: Guwahati, Assam

4. Consignee Address:

Project Director
State Project Management Unit
Neer Nirmal Pariyojana-Assam
5th Floor, Redstone Building
G.S. Road, Dispur
Guwahati – 781022
5. GST will be considered 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 25 days after supply of the goods in good / acceptable conditions and receipt of the Invoice from the bidder.

Project Director  
State Project Management Unit  
Neer Nirmal Pariyojana-Assam  
5th Floor, Redstone Building  
G.S. Road, Dispur  
Guwahati – 781022
বাইজ হ'ব অংশীদার
বিশ্বাস পানী হ'ব ব্যবহার

নীতি নির্মল পরিবেশনার অংশীদার হ'বলী
পাই মহ গর্ব অনুভব করব।
ই মাতৃ দিব লগ্নীয়া বিস্ত সময় মতে দিন ।

বিশ্বাস পানী মাতৃ অধিকার আক এতিয়া
নীতি নির্মল পরিবেশনার অবিয়তে
ই এয়া নিজ ঘস্তে পাই আছে ।

এতিয়া বিশ্বাস চরা পানী আমি ঘস্তে
পাই আছে । মাত্র কই কবি বাহিবব
পরা পানী আনিব নালাপে ।

অধিক তথ্য বারে যোগাযোগ করবঃ
বাজিয়ে প্রকল্প পরিচালনা গোট (এ.চি.এম.ইউ)
পশ্চিম মহলা, রেডেন্ট চিকিত্স, দিশগুপ্ত, ওহাটী-২২,
www.phennp.assam.gov.in

সংশ্লিষ্ট জিলা প্রকল্প পরিচালনা গোট (ডি.পি.এম.ইউ.)
যোবহট, হাইলাকান্দি, কামক্ষপ (ন), নেহাও, সিসিমিল, মনিপাও
বিনামূলিয়া যোগাযোগ নম্বর: ১৮০০-৩৪৫৩৯৯০