

E-5

**PROCUREMENT OF GOODS
UNDER
NATIONAL SHOPPING PROCEDURES**

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

**RFQ No: 01/DPD-VI, DPMU-II, WBMIFMP
of 2021-2022 issued on 04.05.2021**

Name of work:

**"Annual maintenance of software related issues
of various desktop, laptop, printers & MFP
along with maintenance of network system &
engagement of software supporting personnel
at the office of Additional Project Director-IV,
DPMU-II, WBMIFMP, I&WD, 9th Floor
Jalasampad Bhawan, Salt Lake, Kolkata-91"**

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS
UNDER NATIONAL SHOPPING PROCEDURES

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF "Annual maintenance of software related issues of various desktop, laptop, printers & MFP along with maintenance of network system & engagement of software supporting personnel at the office of Additional Project Director-IV, DPMU-II, WBMIFMP, I&WD, 9th Floor Jalasampad Bhawan, Salt Lake, Kolkata-91"

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	Specific ations*	Quantity	Place of submission of Quotation	Last Date & Time of submission of Quotation	Delivery Period	Place of Delivery	Installation Requirement if any
1	Annual maintenance of software related issues of various desktop, laptop, printers & MFP along with maintenance of network system & engagement of software supporting personnel at the office of Additional Project Director-IV, DPMU-II, WBMIFMP, I&WD, Jalasampad Bhawan, 9th. Floor	Refer Annexure A	Refer Annexure A	Office of Additional Project Director-IV, DPMU-II, WBMIFMP, 9 th Floor, Jalasampad Bhawan, Kolkata-700091	11-05-2021 up to 4-00 PM	N.A	Office of Additional Project Director-IV, DPMU-II, WBMIFMP, 9 th Floor, Jalasampad Bhawan, Kolkata-700091	N.A

** 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 forth execution 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 successful L-1 bidder 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 against invoice as raised by the successful bidder subject to satisfactory service of the period i.e. one calendar year after issue of award of contract. 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. The minimum educational qualification of the software personnel should be ITI Certificate on computer application or equivalent course from institution having affiliation from UGC or affiliation from Authority recognized by UGC or higher qualification from any Govt. recognized college/ institution with minimum two years of practical experience.
11. You are requested to provide your offer latest by 16.00 hours on 11.05.2021 in duly signed in each page in hardcopy in sealed envelope to the Deputy Project Director (Civil)-VI, DPMU-II, WBMIFMP, 9thFloor, Jalasampad Bhawan, Salt Lake Kol-91. The offer in sealed envelope will be opened on 16.30 hours on 11.05.2021
12. We look forward to receiving your quotations and thank you for your interest in this project.

SD 3.5.21

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

**Annexure-A
FORMAT OF QUOTATION ***

Sl. No.	Description of Items	Qty.	Unit	Rate per month in Rupees [including G.S.T, Cess and all other taxes as applicable & all incidental charges] (both in figure & in word)			Total Amount of 12 months (Rs.)
				Base rate per month (Rs.)	G.S.T per month (Rs.)	Rate including G.S.T. per month (Rs.)	
1	Maintenance, formatting, installation of software etc. of Desktop computer/laptop of any make including monitor etc., (Except picture tube, hard disk and consumable items) as per direction of E.I.C.	8 nos X 12 Months	Each				
2	Maintenance of printers of any make as per direction of E.I.C. (Without spares), (including G.S.T, Cess and all other taxes as applicable)	6 nos X 12 Months	Each				
3	Maintenance of Photocopier of any make as per direction of E.I.C. (Without spares), (including G.S.T, Cess and all other taxes as applicable)	1 nos X 12 Months	Each				
4	Maintenance of Network & internet connectivity (wired & wireless) as per direction of E.I.C. (including G.S.T, Cess and all other taxes as applicable)	1 nos X 12 Months	Each				
5	Supply of software support personnel in maintenance of different software in desktop, laptop or formating of machines & communicating with call center/ OEM regarding complain lodging with OEM for GEM procure IT equipments.	1 nos X 12 Months	Each				

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)
Within the period specified in the Request for Quotations.

Signature of Bidder

* 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.