

PANCHAYAT SAMITI, SEMILIGUDA

No. 4085/VII- 39/2019

Date: 19.12.2019

QUOTATION CALL NOTICE

Sealed Quotations are invited from interested reputed suppliers/Dealers/Firms/Agencies for providing one copier machine as per the specification given below for official use of Panchayat Samiti, Semiliguda. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before 24.12.2019 on 5.00 PM by Registered /Speed post. No Quotation will be received by hand. Quotations received after due date will not be considered and liable for rejection.

The Authority deserves all rights to reject or cancel any or all the Quotations without assigning any reason thereof.

Name of the Items:

Sl. No.	Brief description of the items	Specification	Brand
4	Xerox Machine	Copier with network facility, Document feeder & duplex (Good copier)	Cannon

1. Bid Price:

- The transportation & Installation charges are also to be included in the Bid Price.
- All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- 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.
- The prices should be quoted in Indian Rupees only.

2. Eligibility Criteria of the Bidder:

The bidder shall furnish the following documents to establish the bidder's eligibility.

- Attested photocopies of PAN Number.
- GST Registration Certificate and up-to-date Clearance Certificate.

3. Quotation received late and incomplete will not be considered. The bidder should sign and stamp each page of the quotation document.

4. Validity of quotation:

Quotation shall remain valid for a period not less than 30 days after the last date as specified in the quotation documents.

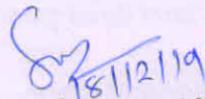
5. Evaluation of Quotations:

The Purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which

- Are properly signed and sealed
- Confirm to the terms and conditions, and specifications.
- The quotation would be evaluated for each item separately.

6. Award of contract:

- a. The Purchase Order will be placed on the selected bidder(s) whose bid has been determined to be substantially responsive.
 - b. Payment shall be made after delivery of the goods through account transfer (RTGS) after submission of the bills and vouchers.
 - c. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
 - d. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
 - e. Notwithstanding the above, the Panchayat Samiti reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of Quotations as per the date and time fixed by the Block Development Officer, Semiliguda.
7. Interested bidders may submit their sealed Quotations mentioning "Quotation for Xerox machine" on cover of the envelop to the Block Development Officer, Semiliguda latest 24.12.2019 on 5.00 PM. The Quotation will be opened on 27.12.2019 at 11.00 AM in the presence of the Tender Committee & bidder/ authorized person.


Block Development Officer
Semiliguda