

Letter No.: 13/08/II/ADA/989
Dated: 22-12-2014

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

To,

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS OF TONER.

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

Brief Description of goods:

Toner Specifications*

Sl.No.	Description of goods	Quantity (in nos.)
1.	Toner 303 for Laserjet Printer	15

Delivery Period: As per demand.

Place of Delivery: UP Bhumi Sudhar Nigam, Bhu-Mitra Bhawan, TC/19 V, Vibhuti Khand, Gomti Nagar, Lucknow

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ approximately 197 million towards the cost of the UP Sodic Lands Reclamation III Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Bid Price

- 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.
- All duties, taxes and other levies payable by the contractor 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.

4. Conditions

- Each bidder shall submit only one quotation.
- The item will be rejected and returned to the supplier if found below standard or not as per specification. Refilled Toner/ Cartridge not permissible to supply.
- The Quantity of items may be increase or decrease.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 30 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 ; and
- conform to the terms and conditions, and specifications.

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 quotation 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 in the purchase order.
8. Payment shall be made after delivery of the goods.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
10. You are requested to provide your offer latest by **13:00 hours on 29.12.2014 and quotation will be opened on 29.12.2014 at 13:30 hours.**
11. Any condition of the supplier will not be accepted by the Corporation.
12. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

Name: *U. B. Bhattar* (Purchaser Name)
22/12/14

FORMAT OF QUOTATION

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words
1	Toner	303 for Laserjet Printer	15				

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 months shall apply to the offered goods.

Signature of Supplier