

Date:20/03/2023

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

Dear Sir,

Sub: Invitation for quotations for supply of the Desktops and Printers for the SEWA office in the country

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

<b>Brief Description of the Goods</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement, if any</b>
Desktop	21.5FHD/CORE_I3-1220P/8 GB/512 GB SSD/Windows 11 Pro/HD CAMERA/Monitor Stand/Wifi +BT/KYB/Mouse/3year Onsite	10	15 days	4th Floor, 401, Akashganga Complex Brahm Kshatriya Society, Gujarat College Road, Ellisbridge, Ahmedabad, Gujarat 380006	Yes
A3 Color Printer	A3 Size Colour Printer with Ink tank technology, USB Printing support, Print Speed up to 15 PPM, Up to A3 all paper size capacity, Eco Printing option, Easy to refill Ink Tank	1	15 days	4th Floor, 401, Akashganga Complex Brahm Kshatriya Society, Gujarat College Road, Ellisbridge, Ahmedabad, Gujarat 380006	Yes

A3 Multifunction Printer	A3 Wi-Fi Duplex All-In-One Ink Tank Color Printer, Wi-Fi connectivity, duplex printing, an ink tank system, paper size of 329x6000 mm, print resolution of 4800x1200 dpi.	1	15 days		
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2. SEWA through Government of India has received a credit from the International Development Association (IDA) through the World Bank towards the cost of the “Digital Financial Inclusion of informal sector” 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. **Quotation Price**

- a) The contract shall be for the full quantity of as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) Evaluation will be done for all the items together.
- c) No bid should be conditional. Conditional bids will be rejected as non-responsive.
- d) All the applicable taxes, any other levies payable, delivery related cost, and any other applicable cost shall be included in the net total price of each item. No other cost shall be payable other than the net total price.
- e) The rates quoted by the vendor shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) The Prices shall be quoted in Indian Rupees only.
- g) Kindly ensure that only one format is submitted for all the items.

4. Each vendor shall submit only one quotation *using the format given (enclosed as Enclosure 1)*. Vendors shall not contact other vendors in matters relating to this Quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 7 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 from **authorized dealers** for the goods offered and;

- (a) are properly signed; and
- (b) conform to the terms & conditions mentioned above and fulfill all the specifications.

The Quotations would be evaluated for all the items together on the total cost.

7. **Award of contract**

The Purchaser will award the contract to the vendor 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 vendor 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 supply order (sample form attached as **Enclosure 2**).

8. Payment shall be made 50% of the total amount in advance and 50% of the remaining amount within 10 days after delivery and inspection/installation of the goods. Liquidity damages will be charged at 1% on the advance amount given, if the goods are not delivered on time.

9. You are requested to provide your offer latest by 17:00 hours on 27/03/2023.

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

Name: Mr. Rushi Laheri  
Name: Ms. Ami Pandya  
Address: Self Employed Women's Association,  
Opp. Victoria Garden, Bhadra – Ahmedabad  
Contact No.: 9898618063, 9824225450  
Email: [rushilaheri@sewa.org](mailto:rushilaheri@sewa.org),  
[tejasraval@sewa.org](mailto:tejasraval@sewa.org), [amipandya@sewa.org](mailto:amipandya@sewa.org)

**Enclosure 1**  
**FORMAT OF QUOTATION**

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words
1	Desktop	21.5FHD/CORE_I3-1220P/8 GB/512 GB SSD/Windows 11 Pro/HD CAMERA/Monitor Stand/Wifi +BT/KYB/Mouse/3year Onsite	10				
2	A3 Color Printer	A3 Size Colour Printer with Ink tank technology, USB Printing support, Print Speed up to 15 PPM, Up to A3 all paper size capacity, Eco Printing option, Easy to refile Ink Tank	1				
3	A3 Multifunction Printer	A3 Wi-Fi Duplex All-In-One Ink Tank Color Printer, Wi-Fi connectivity, duplex printing, an ink tank system, paper size of 329x6000 mm, print resolution of 4800x1200 dpi.	1				
<b>TOTAL</b>							

**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 Request for Quotations.

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:** \_\_\_\_\_  
**Name:**

**ATTACHMENT**

**OFFICE OF .....**  
.....

**Enclosure 2**  
**SUPPLY ORDER**

To:

M/s  
.....  
.....

Dear Sir,

Sub: Supply of .....  
.....

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

SL.No	Brief description of goods/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
2					
3					
			Total		

2. Delivery Period: ..... days from the date of issue of this supply order.
3. Place of delivery .....
4. Consignee Address: .....

5. Payment shall be made 50% of the total amount in advance and 50% of the remaining amount within 10 days after delivery and inspection/installation of the goods. Liquidity damages will be charged at 1% on the advance amount given, if the goods are not delivered on time.

**(Purchaser)**

Date:

Place:

Name: .....

Designation: .....