



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



8-3e

Regd. No. 891/98

MDACS / Quo /019 / PO-STI-CST

Date: 12th Nov. 2020

To,

Dear Sirs,

Sub.: Invitation of Quotation for Supply, Installation and Testing of Laptops for STI and CST section of MDACS on buyback basis

1. You are invited to submit your most competitive quotation for the Supply, Installation and Testing of Laptops for STI and CST section of MDACS on buyback basis:

Sr. No.	Description	Specifications	Qty	Delivery Period	Place of Delivery
1	Laptop	Enclosed Separately	03	Within 30 days on receipt of confirmed order	MDACS

2. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
 - All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - GST in connection with the sale shall be shown separately.
 - The rates quoted for each item by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - The Prices shall be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

5. 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
- GST in connection with sale of goods shall be taken into account in evaluation.

6. 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.

- 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.
- 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.

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.
Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,

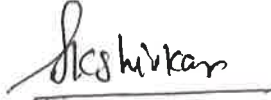


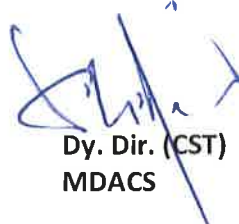
Life is precious Stop HIV/AIDS
Keep the Promise

7. Payment shall be made within 30 days from the receipt of bill in duplicate along with report of the delivery at all centers with stamp and signature of authorized person as acknowledgement.
8. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society.
9. Quotations from the manufacturers and their authorized distributors / agents / stockiest / are invited. The quotations from authorized distributors / agents / stockiest should accompany a letter of authority from the manufacturer authorizing item to quote for the product.
10. Quotationer should submit the manufacturer authorization certificate (MAF) alongwith the quotation.
11. Quotationers should submit documentary evidence that they have requisite qualifications, experience, past performance and capacity to complete the supply successfully on time for the offered product.
12. Quotationer must be registered with Government e-Market place.
13. The Quotationer must submit the **EMD of Rs. 4,300/- by Demand Draft. The Demand Draft should be drawn in favor of Mumbai Districts AIDS Control Society.** The withdrawal of the offer before validity period will entail forfeiture of EMD. The EMD should be paid upto 1.00 p.m. one day prior to the opening of the Quotation. A copy the EMD Receipt should be kept should along with quotation. EMD Receipt no. should be mentioned on the Envelope.
14. Attested copy of valid registration made by manufacturing firm for the offered product with Directorate General of Supplies & Disposal (D.G.S. & D) or Small Scale Industries (S.S.I of Maharashtra) or National Small Scale Industries Corporation (N.S.I.C) should be submit, if applicable. If firms of any of these Small Scale Industries categories wish to enjoy any preference declared by Maharashtra Government Resolution under which they are entitled for preferences should be submit along with Registration Certificates failing which they shall be treated at par with other bidders. This preference shall invariably be applicable to the manufacturers for the specific product as per technical specifications of this tender. Exemption for submission of EMD will also applicable to concern distributor.
15. Copy of shop and establishment certificate should be submitted
16. Copy of GST Certificate should be submitted.
17. Copy of PAN card alongwith photo should be submitted.
18. Quotationers who do not fulfill any one of the above conditions will not be considered for evaluation and their quotation will be rejected outright.
19. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated in above by 25% without any change in the unit price or any other terms and conditions.
20. **The quotation shall be enclosed in sealed envelope sealed with sealing wax only Male pasting on envelope will not suffice and such quotations will not be accepted.**
21. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
22. The Quotationer must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**

- 23. The quotation must fill up the rates in the format given along with the quotations notice. If it is filled up in any other format, the same shall be rejected outright.
- 24. The rate for imported items must be offered in IR. No rate revision shall be offered on the basis of change in rate for foreign exchange.
- 25. Any dispute arising out of this contract shall be decided by Project Director's whose decision shall be final.
- 26. The Quotationers must paginate the quotation properly & mention the page nos. of documents submitted.
- 27. **Performance Security:**
The successful bidder will have to pay 5% as Security Deposit by Demand Draft only within 15 days on receipt of the purchase order. If they fail to pay the Security Deposit within stipulated period, they will be charged extra Rs. 100/- as a penalty.

Security Deposit will be refunded after two months from the completion of satisfactory warranty period.
- 28. **Penalty**
 - a. For delay supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
 - b. Failure of the supply – EMD and Contract deposit / Security Deposit will be forfeited & the material will be purchased at the risk & cost of the suppliers.
 - c. Variation in specification – material will be rejected and cost of the said material will be recovered from the supplier.
- 29. Last Date and time of receipt of quotations:
The Quotationer must fill up the rates in the format given along with the Quotations notice. Quotationer should submit their sealed Quotation in sealed envelope sealed with sealing wax only duly super-scribed on the envelope as **"Quotation for Supply, Installation and Testing of Laptops for STI and CST section of MDACS on buyback Basis"** due on 25 .11 .2020 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.
- 30. We look forward to receiving your quotations and thank you for your interest in this project.


Dy. Dir. (STI)
MDACS


Dy. Dir. (CST)
MDACS


Addl. Project Director
MDACS


Specifications & Terms and Conditions

Sr. No.	Specification	Quantity
1	Laptop Processor: Intel Core i3 10th Generation Ram: 4 GB DDR 4 HDD: 1 TB Inbuilt camera, Wi-Fi , 1 VGA, 2 USB 3.0, 1 Headphone Jack, 4 Tell Battery, 31 WHR Operating System: Windows 10 Professional (64bit) (Pre- installed Original) Software: MS Office Screen Size: 14 to 15.6 inch Antivirus: Quick heal Total Security Foldable Screen: Not Required Touch Screen: Not Required Laptops should be of reputed brand	03
2	Buyback Laptops Laptop No. : MDACS/FA2005-06/Lap.02 Laptop No. : MDACS/FA2008-09/Lap.10	02

Note:

1. Warranty: 1 year warranty with free service / maintenance
2. Free replacement of original spare parts.
3. The cost should be inclusive of supply, installation, testing and commissioning of the Laptop.
4. The Responsibility of installation lies on contractor.
5. The MDACS Reserves the Right to reject any or all the quotations at any stage.



Dy. Director (STI)
MDACS



Dy. Director (CST)
MDACS

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FORMAT OF QUOTATION

Sr. No.	Description	Specification	Name of the Manufacturer	Model No. Specification	Total Qty	Unit rate in Rs.	In Figures	In Words
1	Laptop	Enclosed Separately			03			
Total ...								
Add: GST (Along with HSN Code)								
Gross Total ...								
Less: Buy back of 2 Laptops					02			

We agree to supply the above desktop 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 hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

