

WORLD BANK SUPPORTED
ASSM STATE PUBLIC FINANCE INSTITUTIONAL REFORMS PROJECT (ASPIRe)
INVITATION FOR QUOTATIONS UNDER WORLD BANK SHOPPING PROCEDURES
ASPIRe.58/2019/190 Dated Dispur, the 16th December, 2021

To whom it may concern

Sub: Invitation of quotations for supply of Toners & Cartridges

Dear Sir,

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

| Brief description of goods & Quantity | Specifications | Delivery period |
|---------------------------------------|---|-----------------|
| Toners & Cartridges | Details can be collected during office hours from Room No. F-228, F Block 2 nd Floor , Finance Department, Assam Secretariat | 3days |

2. The Finance Department, Government of Assam has applied for financing from the International Bank for Reconstruction and Development (IBRD) in the form of a loan toward the cost of ASPIRe Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

3. Important Dates:

| | |
|-----------------------------------|----------------------|
| Issuance of Request for Quotation | 16/12/2021 |
| Submission of Quotation | 2:00 PM , 16/12/2021 |
| Opening of Quotations | 2:30 PM, 23/12/2021 |

4. Qualification criteria:

- a) The bidder should have been registered with state Goods and Services Tax (GST). Copy of such certificate shall be enclosed as a proof.
- b) Registration certificate of bidder under any suitable act e.g. shop and Establish Act, Company Act, Partnership Act etc. Copy of such certificate shall be enclosed as a proof.
- c) Self-attested copy of PAN card.

5. 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 contractor under the contract shall be included in the total price.

- c) 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.
- d) The Prices should be quoted in Indian Rupees only.

6. Submission of Bids:

- a) A bidder shall submit the quotation in one sealed envelope only as per format. A bidder shall not submit more than one quotation for the same item.
- b) The quotation must be in one envelope. The bidder must mention full detail specification of the items quoted. Mere mentioning words like "complying"/"compliant" is not sufficient.
- c) Envelope containing quotation must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

7. Delivery Terms and Liquidated Damages / Punitive deduction:

The selected supplier shall deliver all the specified items i.e Toners at the delivery locations as per table above **within 3 days** after award of contract. For delays, the applicable rate is 0.5% per week and the maximum deduction is 5% of the contract price. On further delays, purchase order may be cancelled.

8. Validity of Quotation

Quotation shall remain valid for a period not less than 30 day after the deadline date specified for submission.

9. Evaluation of Quotations

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

- a) are properly signed; and
- b) conform to terms and conditions, and specifications.

10. Award of contract

- 10.1 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.
- 10.2 Notwithstanding the above, AS-CFMS 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.
- 10.3 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.

- 11. **Quality Verification:** Quality of the Toners & Cartridges provided may be verified by a team of officials as decided and constituted by APD, AS-CFMS. The Toners & Cartridges may be returned by ASPIRe, if detected any discrepancy within Two weeks of receipt of the item

12. **Payment Terms:** Payment shall be made within 30 working days after satisfactory delivery, quality and quantity verification of material/item. The supplier has to provide the delivery challan which should be duly signed & stamped by the competent authority
13. Normal commercial warranty shall be applicable to the supplied goods.
14. **Dispute Resolution:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
You are requested to provide your offer latest by **23/12/2021**.

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

Sd/-
Project Director,
ASPIRe Project
F Block, Assam Secretariat, Dispur
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