

To

Sir,

Sub: Invitation of quotations for Desktop- Reg.

Sealed competitive quotations are invited by the undersigned from the firms for the supply of items mentioned in **Annexure I**. The specifications are also mentioned in **Annexure I**.

1. Quoted Price

- a. The bidder shall quote for all the items shown in Annexure I.
- b. Quotation shall be submitted in the format shown in Annexure III.
- c. All duties, taxes, service charges, installation charges and other levies payable by the bidder shall be included in the quoted rate.
- d. The rate quoted for each item will be fixed for the duration of the contract and shall not be subject to adjustments.
- e. Rates for partial quantity of an item and partial items listed will not be considered.
- f. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- g. Telex and Facsimile or email quotations are not acceptable.

2. Each bidder must submit only one quotation.

3. Validity of quotations

The quotation shall remain valid for a period not less than 15 days after the deadline fixed for submission of quotations or otherwise decided by the Project Director, Kerala State AIDS Control Society, Thiruvananthapuram – 35.

4. Place and time of delivery

The material mentioned is to be delivered at KSACS within 7 days from the date of supply order.

5. Special conditions

0.5% of the total amount quoted for each item will be deducted for each weeks delay, for the corresponding item, after the specified date.

6. Evaluation of quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive ie: which

- a. are properly signed and
- b. conform to the terms and conditions and specifications
- c. The bidder who has quoted for the partial quantity of any one or more item(s) would be treated as non-responsive.

7. Award of contract

- a. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.
- b. The Purchaser reserves the right at the time of contract award to increase or decrease the quantities.
- c. The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. **The terms of the accepted offer shall be incorporated in the Work order.**
- d. Payment will be made only after submitting the invoice in triplicate with necessary stock entry and installation report duly signed by the Officer in Charge.
- e. Notwithstanding the above, the Purchaser reserves the right to accept or reject and to cancel the bidding process and reject all quotations at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

8. Last date and time of receipt of quotations

The last date and time of receipt of quotation is mentioned in **Annexure II**.

The details of preparing the sealed quotations are also mentioned in **Annexure II**

The date of opening of quotations is mentioned in **Annexure II**

Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at the time and date mentioned in **Annexure II**

9. All decisions of the Project Director will be final and binding to all in every respect.

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

Yours faithfully



Addl Project Director



Thiruvananthapuram

Annexure I

Sl.No.	Item	Quantity	Place of delivery
1	Desktop <ul style="list-style-type: none">• Monitor 22"inch• Intel Core i7 12th Gen• DDR4 8GB UPTO 32 GB NVME.2 240GB• 1TB HDD• Windows 11 Pro 64 Bit• Pre loaded office 365/MS Office 2021	1 No.	Kerala State AIDS Control Society , Thiruvananthapuram

All the quotations should be addressed to the Project Director, Kerala State AIDS Control Society, Red Cross Road, Thiruvananthapuram – 35.

Annexure II

1	Last date & Time of submission of quotations	13 /092022 11am
2	Date & Time of opening of quotations	13 /09/2022 3pm

Annexure III

FORMAT OF FINANCIAL BID

Sl. No.	Item Description	Numbers	Unit rate	Amount (Rs.)* Inclusive of all taxes
A	Desktop (HP/Dell) <ul style="list-style-type: none">• Monitor 22"inch• Intel Core i7 12th Gen• DDR4 8GB UPTO 32 GB NVME.2 240GB• 1TB HDD• Windows 11 Pro 64 Bit• Pre loaded office 365/MS Office 2021• 3yrs onsite Warranty	1		
Net amount				

The amount quoted should inclusive of all duties, taxes, service charges, installation charges and