

SHIVSHAHI PUNARVASAN PRAKALP LTD.
5TH FLOOR, GRIHA NIRMAN BHAVAN, BANDRA (EAST), MUMBAI- 400 051
CIN : 70200MH1998SGC116664

Name of work: - supply of Computer Desktop.

DETAILED QUOTATION NOTICE

Shivshahi Punarvasan Prakash Ltd. invites itemwise rate quotations for the supply of Computer Desktop stated below, from the agencies authorized to supply and having valid Income tax, PAN and VAT registration, and having their registered office and sales office in Mumbai. The quotation should be in sealed cover superscribed as "Quotation for Computer Desktop" so as to reach in the office of the Managing Director /SPPL, 5th Floor, Griha Nirman Bhavan, Kalanagar, Bandra (East), Mumbai- 400 051 on or before 3.00 p.m. on 25/10/2016. Sealed quotations will be opened on 26th October, 2016 at 3.00 p.m.

Part	Name of work	Quantity	Description
1	2	3	4
A	Computer Desktop	3	Intel i5 with 4 GB DDR 3 Ram, 500GB hard disk, 2GB Graphic Card, DVD-RW drive 20 inch tft Monitor keyboard, mouse System : Window 8.1 with 3 years onsite warranty.
B	CPU unit & other parts of Computer stated in column 4	2 Nos each of parts stated in column 4	CPU Unit Intel Core i5 Generation 4GB DDR3 Ram, 500 GB Hard Disk, DVD RW drive Keyboard, mouse, system : window 8.1 with 3 years onsite warranty

The blank quotation form containing detailed quotation notice, methodology & instructions are available on website 'www.sppl.biz'. Please to fill up the necessary information in prescribed blank 'Quotation Form' and submit manually in the office of SPPL to the Manager (Admn), 5th Floor, Griha Nirman Bhavan, Kalanagar, Bandra (East), Mumbai-400 051

Manager (Adm)
SPPL

Instructions to Quotation

1. Agency should quote itemwise for supply of Computer Desktop for SPPL in the 'Quotation Form' only.
2. Agency needs to submit 'Quotation Form' with distinguished manufactures certificate for supply of Computers/Computer Parts.
3. Right to reject one or all quotations without assigning any reason is reserved by the M.D.,SPPL
4. The agency shall quote its rate in both words and figure in the 'Quotation Form'. In case of difference between rate written in figures and word, the lowest rate will be taken as valid.
5. The agency shall sign the 'Quotation Form' before submitting the same.
6. Name and full address of the quotationer shall be written on left side bottom of the envelope. The Sealed envelope should be addressed to The General Manager(Adm.), 5th Floor, Grihanirman Bhavan, Bandra (East), Mumbai-400051 SPPL.
7. Amount quoted should be inclusive of all the applicable taxes.
8. The rate quoted will be binding for a period of 60 days from the date of acceptance of the quotation.
9. The agency shall submit along with the quotation, the name of the manufacturing company, Brand and detailed configuration/specification of the quoted item.
10. The agency shall also submit about the warranty /guarantee of the quoted item. Warranty of Desktop Computer/ Computers Parts should be stated warranty should be 24/7 (24 hours a day seven days a week) onsite (full hardware support warranty) also includes accidental damage.
11. The original bills of the quoted item shall be in the name of the Manager (Adm)/SPPL.

METHODOLOGY OF QUOTATION SUBMISSION

- I) **LIST OF DOCUMENTS TO BE SUBMITTED ALOGWITH QUOTATION.**
The following documents shall be submitted by the quotation along with the sealed Quotation.
 1. Attested photocopy of valid Income Tax PAN Certificate.
 2. Attested photocopy of valid Sales Tax/VAT Registration Certificate.
 3. Attested photocopy of partnership Deed/ Memorandum of Article of Association as the case may be if the quotation is a partnership firm or a joint stock company.
 4. Authorization certificate of the Original Equipment Manufacturer (OEM) with reference to these quotation for supply of Computer Desktop/Computer Parts.
 5. Attested photocopy of document showing their registered for sales office is in Mumbai.
 6. Forwarding letter along with list of all documents, forms statements, conditions, etc.

Sd/-

Manager (Adm)
SPPL

QUOTATION FORM
SHIVSHAHI PUNARVASAN PRAKALP LTD. (SPPL)

Quotation for supply of Computer Desktop
 FORM OF OFFER (FINANCIAL PROPOSAL)

INSTRUCTIONS:

- (a) Strike out whichever is not applicable.
- (b) The applicant should initial all additions and alternations in this form
- (c) Where necessary, information may be furnished on separate sheets, which should be signed and
- (d) All necessary supporting documents required for providing the eligibility, registration and legality should be submitted.

1. Applicant's full Name/Address (Use block letters):

Name	
Present Address	
Permanent Address	

2. I/We the Authorized Representative of the above named Agency :

Sr. No	Full Name	Designation

Desire and hereby make an offer for "Supply of Computer Desktop" by abiding the terms & conditions stated in this Tender/Quotation Document.

3. I am /we are/My/ our principals are submitting herewith an offer to supply of Computer Desktop/Parts of Computer Desktop for the office of SPPL as per this Tender / Quotation Documents.

4. I am /We are/ My Our principals are willing to supply the Computer Desktop / Parts of Computer Desktop above at the rate stated below in the statement opposite of concern item.

Sr. No.	Description	Name of the Manufacturing Company, Brand & Configuration	Qty	Rate per unit/ quantity in Rs.	Warranty Period	Total Cost in figure (in Rs.) (Col.4x Col.5)	Total Cost in words
1	2	3	4	5	6	7	8
1	Computer Desktop		3			Rs.	Rupees
2	CPU unit with other mentioned parts of computer		2			Rs.	Rupees

5. If my/our offer is accepted by the SPPL and if I/We fail to supply to the SPPL as stated in the / Quotation Tender Document, the transaction between us shall stand rescinded by the SPPL & the agency will be treated disqualified for further transaction
6. I/We shall keep this offer valid for a period of 60 days effective from the date of acceptance of the quotation and shall not revoke or vary it before the expiry of 60 days from such date.
7. I/We agree to abide by the decision of the Managing Director of the SPPL regarding the said transaction.
8. I/We declare that the information stated herein above is complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient justification for the SPPL to revoke at any time the acceptance of my/our Quotation.
9. I/We hereby declare that I/we have read understood the terms & conditions as stated in this Tender document governing the supply of Computer Desktop/Computer Parts mentioned in this Tender Documents and abide by the decision of the SPPL.

Mumbai.

Date:

(Authorized representative's signature)
Full Name, Designation and the Name of
the Applicant & the Agency with its stamp.

QUOTATION FORM

Name of Work :- Supply of Computer Desktop & CPU unit with mentioned parts of computer.

Sr. No.	Description	Name of the Manufacturing Company, Brand & Configuration	Qty	Rate per unit/ quantity in Rs.	Warranty Period	Total Cost in figure (in Rs.) (Col.4x Col.5)	Total Cost in words
1	2	3	4	5	6	7	8
1	<u>Computer Desktop</u>		3			Rs.	Rupees
2	<u>CPU unit with other mentioned parts of computer</u>		2			Rs.	Rupees

Company's authorized signatory with stamp.

Note. :- The rate quoted should be inclusive of all taxes, charges etc.
