

199/c

**DETAILED QUOTATION**

**NOTICE**

**Name of work: - supply of Computer, Laptop, Computer Desktop, Laser printer & projector.**

Shivshahi Punarvasan Prakalp Ltd. invites Item rate quotations for the supply of items stated below of Computer Laptop, Computer Desktop, Laser Printer from the agencies authorized to supply and having valid Income tax, PAN and VAT registration, and having their registered office in Mumbai. The quotation should be in sealed cover superscribed as "Quotation for Computer and Printers" 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 upto 3.00 p.m. 23/12/2015 sealed quotations will be opened on on 28<sup>th</sup> December, 2015 at 3.00 p.m.

<b>Name of work</b>	<b>Quantity</b>	<b>Description</b>
Computer Laptop	1	Intel i3 with 4 GB DDR3 Ram, 500 GB, hard disk, 14 <sup>th</sup> Led Screen, DVD writer, Wi-fi, Bluetooth, web cam DOS
Computer Desktop	2	Option-1, Intel : i5 with 4 GB DDR 3 Ram, 1+TB hard disk, 2GB Graphic Card, 20 inch tft Monitor keyboard, mouse DOS Option-2 Intel Core-i5 Generation 4GB DDR3 Ram, 1GB Graphic Card, 500 GB Hard Disk, R/W DVD, 18.5" LED Screen, Keyboard, mouse.
Laser Printer	2	1020+Print Resolution: 600x600 dpi, Print Speed : Up to 14ppm (mono), printer cartridge : Laser Jet Print, Print Technology : Laser Jet, connectivity : Hi-speed USB2.0, supported Media Types : Paper, envelopes, Labels, Card stock, transparencies, post cards etc. Functionality : print Power Consumption : Maximum 250 Watts.
Projector	1	Multimedia projector with wireless connectivity between PC and projector, Storage media port and wireless LAN connectivity (Resolution 1024x768xXGA, ANSI Lumen 4000)

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 said blank quotation form and submit manually in the office of SPPL Manager (Adm), 5<sup>th</sup> Floor, Griha Nirman Bhavan, Kalanagar, Bandra (East), Mumbai-400 051

Manager (Adm)  
SPPL



201/c

### **Instructions to Quotation**

1. Agency should quote item wise for supply of Computer Laptop, Computer Desktop & Laser Printer for SPPL in the quotation form only.
2. Agency needs to submit Manufacturer's Authorization Form (MAF) with reference to this quotation for supply of above perfection made for SPPL.
3. Right to reject one or all quotations without assigning any reason is reserved by the M.D./SPPL
4. The agency shall quote and sign in permanent ink 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.), 5<sup>th</sup> 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 90 days from the date of acceptance of the quotation.
9. The agency shall submit along with the quotation, the detailed configuration/specification of the quoted item.
10. The agency shall also submit about the warranty /guarantee of the quoted item. Warranty of printer should be attend for 3 years including 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**

- 1) LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH 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 along with certificate showing that Sales Tax is paid up to date from the concerned Sales Tax Officer/ or Exemption 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 letter from the Original Equipment Manufacturer (OEM) in their original letterhead addressed to M (Adm)/SPPL with reference to these quotation for supply of Computer Laptop, Computer Desktop & Laser Printer
  5. Attested photocopy of document showing their registered office is in Mumbai.
  6. Forwarding letter along with list of all documents, forms statements, conditions, etc.

Sd/-

Manager (Adm)  
SPPL



**QUATATION FORM**  
**SHIVSHAHI PUNARVASAN PRAKALP LTD. (SPPL)**  
 Quotation for supply of Computer Laptop/Desktop & H.P. Printer  
 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):

<b>Name</b>	
<b>Present Address</b>	
<b>Permanent Address</b>	

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 Laptop, Computer Desktop & H.P. Printers" 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 Laptop, Computer Desktop & H.P. Printers 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 Laptop, Computer Desktop & H.P. Printers above at the rate stated below in the statement opposite of concern item.



203/c

Sr. No.	Description	Qty	Rate per qty in Rs.	Total Cost in figure (in Rs.)(Col.3*Col.4)	Total Cost in words
1	2	3	4	5	6
1	Computer Laptop	1			
2	Computer Desktop	2			
3	Laser printer.	2			
4	Projector	1			

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 90days effective from the date of acceptance of the quotation and shall not revoke or vary it before the expiry of 90 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 the Tender document governing the supply of Computer Laptop, Computer Desktop & H.P. Printers mentioned in the said 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.