

**NOTICE INVITING QUOTATION**

Sealed quotations based on rate contract are invited from authorized suppliers / dealers for the “**Purchase of Computer Consumables for the Corporation**”. The sealed quotations shall be received **upto 15:00 hours on 14<sup>th</sup> May, 2020** and the same will be opened at 15:30 hours on the same day.

The Schedule of Quantities including the description of the item is furnished in **Annexure – I** which is enclosed herewith. The bidders shall submit their offer by indicating rates only for the items as per the enclosed **Annexure – I** while submitting the quotation. Rates shall be inclusive of all taxes and all other levies except for Goods & Service Tax (GST). The rates shall be quoted in words as well as in figures. In case of discrepancy between the two, the rates in words will prevail over the figures. All the pages of **Annexure – I** shall be duly stamped and signed. Offers submitted with any special conditions are liable for rejection.

The quotation shall be accompanied by Earnest Money Deposit (E.M.D.) amounting to **Rs.5,000/- (Rupees Five Thousand only)** in the form of Demand Draft from the Nationalised / Schedule Bank drawn in favour of GSIDC Limited, payable at Panaji, Goa along with a covering letter, as per format enclosed at **Annexure – II**, duly typed / handwritten, stamped and signed on the Letter Head of the bidder. The quotation without accompanying the EMD shall be summarily rejected.

**Submission of E.M.D in any other mode shall not be acceptable.** The deposit of all unqualified bidders shall be returned without interest immediately after the evaluation of the Technical Bid. In the case of the successful tenderer, GSIDC shall be at liberty to forfeit the Earnest Money Deposit (E.M.D.):

- (i) In case bidder withdraws / does not convey acceptance within 7 days from the date of the issue of the work order.

- (ii) In case bidder fails to supply / withdraw their bid during the financial year.

The bidders shall also submit an **Authorization Letter from the Manufacturer** of the Toner Cartridges mentioning the Notice Inviting Quotation Number and the date for which the bid is submitted. The bid without an Authorization Letter shall be summarily rejected.

The bid shall be submitted in two sealed envelopes marked as follows:

**Envelope 1 – Technical Bid.**

- (i) Original copy of **Annexure – II** on company letter head duly filled, signed and stamped.
- (ii) **Earnest Money Deposit (E.M.D.)** of **Rs. 5,000/-** in the form of Demand Draft.
- (iii) **Authorization Letter** in Original from the **OEM**.

**Envelope 2 – Financial Bid.**

- (i) Original copies of **Annexure-I** duly filled, signed and stamped.

The above mentioned envelopes shall be again put together in one common outer cover/envelope and sealed, superscribed in capital letters along with the title “**Purchase of Computer Consumables for the Corporation**” and dropped in the Tender Box kept on the 7<sup>th</sup> Floor, EDC House, Panaji, Goa.

All the **three envelopes** shall be marked on the left hand bottom corner with full name and address of the bidder written or typed on all the envelopes. If all envelopes are not sealed, superscribed or submitted in any other than mentioned format, GSIDC will assume no responsibility and the bid may be liable for rejection.

Suppliers/ Dealers may peruse the Schedule of Quotation and obtain the same from the office of GSIDC on all working days free of cost in person or authorized representative only. The last date of issue of bid documents shall be **13<sup>th</sup> May 2020 upto 17:30 hours**.

**Please note that the rates quoted should be valid upto 31<sup>st</sup> March 2021 from the date of letter approving the rates by GSIDC and the Purchase order for the Computer Consumables shall be issued by the Corporation as and when the need arises during the year.**

GSIDC reserves the right to accept or reject any or all the quotations in part or full without assigning any reason whatsoever.

(Srinet Kothwale)  
**Managing Director**

Enclosure: **ANNEXURE – I & II.**

Copy to:

1. The Notice Board of GSIDC
2. **The Director,**  
Department of Information Technology,  
2<sup>nd</sup> Floor, IT Hub, Altinho,  
Panaji, Goa – 403001. : With a request to display the notice  
on the Notice Board.
3. Website of GSIDC

To,

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