

REQUEST FOR QUOTATION

FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURES

Date: 10/11/2014,

Place: Ahmedabad

To,

Subject: INVITATION FOR QUOTATIONS FOR THE SUPPLY OF 100 USERS ANTIVIRUS SYSTEM

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

Sr. No.	Description of the Goods	Specification	Quantity (Users)	Delivery Period
1	100 Users Antivirus System	Stand Alone Antivirus, Anti-Malware, Anti-Rootkit, Email Scanner, Protective Cloud Technology, Community Protection Network, Link Scanner® Surf-Shield, Social Networking Protection, Anti-Spam, Online Shield, Enhanced Firewall, Online support, Rootkit Scanner, Sys Volume Clean, Temp cleanup, Online Update Facility, Work with Microsoft Windows 7 and 8 both 64 and 32 bit, 3 Year Subscription, Preferably Paper licence	100 Users	10 Days

* Quotation with any deviation in specification will be straight away rejected.

* Only ISI Certified or equivalent marked goods will be considered

* Incomplete and late Quotations are liable to be rejected summarily.

2. **Bid Price**

- a) The Contractor shall quote for items in the format of quotation attached; they will have to quote the best price in the industry.
- b) Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- c) All duties, taxes and other levies payable shall be shown separately and included in the total price.
- d) The rates quoted by the bidder for each item shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only.
- f) Quotation for supply of partial quantity of an item that not is acceptable.

3. Each supplier shall submit only ONE quotation.

4. Validity of Quotation

Quotation shall remain valid for a period of 10 working days after the deadline date specified for submission.

5. 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 the terms and conditions, and specifications.
- (c) The Quotations would be evaluated for all the items together, on the basis of rates, delivery terms and warranty.

Location of Delivery will be in SEWA Manager Ni School, 8, Navrang Colony, Besides Kashmira Chambers, Navrangpura, Ahmedabad. Gujarat.

6. Delivery of the goods at destination & installation

The overall job is expected to be completed within 10 working days by the supplier for all the specified goods.

7. Award of contract

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.

7.1 Notwithstanding the above, the Purchaser 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.

7.2 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.

8. Condition of Payment:

Payment shall be made within 10 working days of delivery of goods and successful installation at destination as per the contract.

The Bidder shall indicate the name of the Bank, address and account number

Bank's Information:

Name of the Bank:

Account number:

9. Jurisdiction

All legal disputes shall be subject to the jurisdiction of the Courts of Law of Ahmedabad district only.

10. Date of Submission of Offer for Goods :

- i. You are requested to provide your offer latest by **18:00** hours on **15/11/2014**.
- ii. It is the responsibility of the supplier to see that the complete supplying Good/s, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.

(Purchaser)

Name: SEWA

Address: SEWA Reception Centre

Opp Victoria Garden

Bhadra

Ahmedabad 380 001

Contact: +91-79-25506441/444/477

FORMAT OF QUOTATION
(To be submitted on Letterhead)

Sl. No.	Description of Goods	Specifications	Quantity (In Sets)	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words

Gross Total Cost : Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (amount in figures) Rs. amount in words) within the period specified in the Invitation for Quotations.

Signature of Supplier

- Applicable while the quotations are being invited for more than one item and would be evaluated for all the items together.

