



ৰাষ্ট্ৰীয় স্বাস্থ্য অভিযান, অসম

**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**

**Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand
G. S. Road, Christianbasti, Guwahati – 781005**

Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: mdnrhmasm@gmail.com

No: NHM/MIS/COMP/3270/2017-18/Pt-III/27064
(ECF: 94245)

Dated: 12/01/2020

QUOTATION DOCUMENT

FOR SUPPLY AND INSTALLATION OF MFP COLOR LASER PRINTER

Sealed quotation affixing Court Fee Stamp of Rs 8.25 only are invited by National Health Mission, Assam, from reputed Manufacturer/ Dealer/ Distributor/ Firm for supply and installation of **1 (One) number of MFP Color Laser Printer of HP Color Laserjet Pro MFP M477fdw** or higher model. Interested firms are requested to submit their Quotation along with the specified documents which will be received **till 17/01/2020 up to 2.00 P.M.** The Quotation may be sent by Speed Post / Registered Post / Courier Services / in person in sealed cover addressed to “Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam”. Quotation received after the closing date & time shall not be entertained. The Mission Director NHM Assam shall not be responsible for any postal delay.

1. General Conditions:

- i) Quotation Document may be downloaded from NHM, Assam Website (<https://nhm.assam.gov.in/>).
- ii) Bids will be opened in the presence of bidders or their authorized representatives on **17/01/2020 at 3:00 PM.**
- iii) At any time prior to the date of submission of bid, the Quotation Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the quotation documents by an amendment. All prospective bidders who have received the bid document will be notified of the amendment and that will be

binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, the Quotation Inviting Authority may at its discretion, extend the date and time for submission of bids.

- iv) The service centre of the quoted product should be available in Guwahati. Name and address of the Service Centre should be mentioned.
- v) The Tonner of the quoted product should be available in Guwahati.
- vi) Interested eligible bidders, if they so desire, may obtain further information from the MIS Cell of Office of the Mission Director, NHM, Assam.
- vii) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such proposal will be rejected and will not be considered for further process. Excuses like typographic error will not be entertained.
- viii) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept on holiday or blacklisted apart from other penal actions as deemed fit by NHM.
- ix) The bidder shall sign and seal in each page of the proposal.
- x) Validity of the Bid: Bids shall remain valid for acceptance for a period of 90 days after opening of the Bid with shorter validity shall be rejected. Quotation Inviting Authority may solicit bidders consent for an extension of validity period.
- xi) Validity of Offer of Successful Bidder: The validity of offer of the successful bidder shall be at least two years from the date of finalization of the order.
- xii) Tender Evaluation: Bids will be evaluated on the basis of the price per unit (landed price per unit) for determining the L1 (Lowest) Rate. Conditional discounts shall not be taken into account for price comparison. However, if the bidder fails to submit the required documents, then price of the bidder shall not taken into consideration.
- xiii) Right to Reject Quotation: NHM, Assam reserves the right to accept the Quotation or to reject the Quotation Notice for all items or for any one or more of the items at any point of time without assigning any reason.
- xiv) Supply Conditions:
 - a. Specifications and Quality: The items supplied by the successful

bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified.

- b. Delivery Period: The items are to be delivered, installed and commissioned at **Residential Office of the Principal Secretary to the Govt. of Assam, Health & Family Welfare Department** within **15 days** from the date of receipt of order.
 - c. Warranty: Minimum 1 year Warranty from the date of installation should be provided.
 - d. Penalty for Delayed Delivery: In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per day of delay or part thereof subject to a maximum of 10 per cent of the total order value. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years.
- xv) Payment Terms: Payment will be 100% after receipt of installation report and Delivery Challan along with the Bill.

2. Documents to be submitted along with the proposal

- i) Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc) should be provided as per **Annexure-A**.
- ii) Registration Certificate of the Manufacturer/ Dealer/ Distributor/ Firm.
- iii) Photo copy of the GST Registration certificate
- iv) Photo copy of the PAN Card
- v) Dealership/Authorization Certificate.
- vi) Non refundable Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 in favour of "State Health Society, Assam") only.
- vii) Financial Proposal (Price) as per **Annexure - B**.
- viii) The quotation should be submitted in sealed envelope super scribed as **"QUOTATION FOR SUPPLY AND INSTALLATON OF MFP COLOR LASER PRINTER"**.

Annexure A
Information of the Bidder

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1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone No:	
	Fax No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Organization (Govt. Undertaking/ Corporation/ Public Limited/ Private Limited/etc)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
5	Website	
6	Address of Guwahati/ Assam Office	
7	Contact Person of Guwahati, Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
8	Date of Operational of Service in India	
9	Date of Operational of Service in Assam	
10	Brief Description of the organization	

ANNEXURE - B

Financial Proposal (Price Quoted)

<u>Price Quoted</u>								
Name of the Party:								
SI	Name of the Item	Make/Model No	Basic Price (in Rs.)	GST (%)	GST Amount (in Rs.)	Net Unit Cost (in Rs.)	Warranty (in years)	Remarks
1	MFP Color Laser Printer							
Note:- Net Unit Cost (Price Quoted by the Bidder) will be treated as the evaluation criteria for Price Quoted by the bidder).								
Seal & Signature of Authorized Representative Name: Designation: Date:								

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