



# **REQUEST FOR QUOTATION (RFQ)**

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For procurement of monochrome  
(black and white) printer in CDC

Consultancy Development Centre (CDC)

Core IV B, 2nd Floor

India Habitat Centre, Lodi Road

New Delhi - 110 003

Phone: 24602601, 24602915, 24601533

Fax : 24602602

Website: [www.cdc.org.in](http://www.cdc.org.in)

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## Data Sheet:

S. No	Particular	Description
1.	Name of the client:	Consultancy Development Centre
2.	Name of the assignment	Procurement of monochrome (black and white) printer
3.	The method of selection:	<b>Least Cost Selection Method (L1)</b> as per the amount quoted in Section 6: Format of quotation
4.	RFQ Purchase Value	Nil
5.	Name(s), address(es), and telephone number(s) of the contact person from CDC's official(s):	Ms. Shilpa Vijaiavargia Head(IT) Consultancy Development Centre Core 4B, 2nd Floor, India Habitat Centre, Lodhi Road New Delhi - 110 003 Tel: 91 11 24603425; 24602601 Fax: 91 11 24602602 e-mail: Shilpa@cdc.org.in
6.	Clarifications to be sought before the Bid submission date.	3 working days. No clarifications will be entertained within the last three working days from the last date of submission of the bid
7.	Proposals and all its associated documents should be submitted in the language(s):	English
8.	Agencies to state cost in the national currency	Yes in Indian Rupees(INR)
9.	The proposal submission address	Shilpa Vijaiavargia Head(IT) Consultancy Development Centre Core 4B, 2nd Floor, India Habitat Centre, Lodhi Road New Delhi - 110 003 Tel: 91 11 24603425; 24602601 Fax: 91 11 24602602 e-mail: shilpa@cdc.org.in
10.	Proposals must be submitted not later than the following date and time	<b>15 January 2018 at 16:00 hrs.</b>

11.	Proposal opening date and time	<b>15 January 2018 at 16:15 hrs.</b>
12.	The assignment is expected to commence	On the date as specified in the LOA/Contract

## Section-I: Letter of Invitation

Dear Sir/Madam,

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology of Government of India set up for promoting and strengthening of consultancy skills and capabilities including exports and promotes cooperation with other countries.

The Centre invites sealed quotations for procurement of monochrome (black and white) printer from Authorized distributors/ dealers as per the specification and quantity mentioned in *Section 2*.

You are requested to send us your most competitive offer for providing the services as per details enclosed in this document.

The envelope shall bear the submission address superscribing on the top "*Quotation for procurement of monochrome(black and white) printer*" should reach CDC premises to the addressee before the date and time as mentioned in *Data Sheet* in prescribed format along with other requisites as specified in this document.

Please note that your offer should be only in the enclosed format duly signed by the authorized signatory on each page along with seal of your agency.

Thanking you.

Yours sincerely,

Shilpa Vijaiavargia  
Head (IT)  
(For and on behalf of CDC)

## Section 2: Specification and Scope of work

The Centre proposes to procure printer from Original Equipment Manufacturers (OEM)/distributor/dealer of the following specification, quantity and scope of work:

### Detailed Specification:

SPECIFICATION	QTY
HP LaserJet 1020 plus black and white printer	One (1)

### Terms and Conditions:

1. Supply and delivery of the above mentioned printer to CDC premises within fifteen days from the date of issuance of LOA along with guarantee/warranty card as per the provisions by OEMs
2. The supplied item should be strictly as per the specifications mentioned and should be genuine manufactured of the required brand.
3. The vendor to submit the following documents along with the quotation in the prescribed format, without which, the quotation may not be considered:
  - a) Letter of Authorization from OEM (HP) on their letter head as distributor/dealer of them
  - b) GST no. of the agency
  - c) PAN no. of the agency

## **Section 4: Terms and Conditions**

Bidders are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in this document. Failure to furnish any information as required in this document will be at the bidder's risk and may result in rejection of the bid.

CDC reserves the right to cancel, postpone, withdraw the invitation of bids without assigning any reasons thereof and shall bear no liability whatsoever consequent upon such a decision, if the situation so warrants.

### **Evaluation of bids and award of work**

Quotations as per the prescribed format given in *Section 6* of this document along with the required documents i.e. a) Letter of Authorization from OEM (HP) on their letter head as distributor/dealer of them b) GST no. of the agency c) PAN no. of the agency to be submitted for evaluation of the quotation . Work shall be awarded to the vendor who quoted minimum price for the printer at (G) in *Section 6* of this document.

### **Validity of the Offer:**

The validity of the offer submitted shall be upto 180 days from the due date.

### **Clarification on RFQ document:**

Prospective bidders requiring any clarification on this document may notify the Centre at the mailing address as prescribed in Data Sheet not later than 3 working days prior to the last date of the receipt of the bids.

### **Amendment of this document**

- At any time prior to the deadline for submission of proposals, CDC may, for any reason whether its own violation or in response to clarifications requested by bidders, modify the document by issuance of an Addendum/Corrigendum.

- Any Addendum/Corrigendum will be uploaded on CDC website one week prior to last date of submission and bidders are advised to see the website. The Addendum/Corrigendum then issued will be a part of the document and any bid without it, if any, will not be considered.

**Associated with payment terms**

- Payment shall be made on delivery and installation of the printer in CDC and receipt of bill/invoice from the vendor
- Taxes/levies which are by law required to be deducted by the CDC will be deducted from charges payable to the Vendor



## Section 5: Checklist

(On agency's letterhead)

Sr. no.	Requirement	Vendor specify (Yes/No)	to Give relevant details/ deviations, if any(Enclose proof in support, if any) specify pg. no. of the document attached with the bid
1.	Is delivery of the printer is as per the specifications as required and asked in this document		-
2.	Are you authorized OEM/distributor/dealer of the required brand (HP)		Kindly enclose proof of it (letter from OEM on their letterhead)
3.	Whether Terms and conditions accepted		--
4.	Have you given GST no. and PAN no. of the agency		Enclose GST no., copy of PAN card

Dated:

Signature

Name: \_\_\_\_\_

Full address

Telephone no.:

Fax no.:

e-mail:

COMPANY SEAL

## Section 6: Format of quotation

(On agency's letterhead)

### Format of Financial Bid:

Sr. No.	Item	Qty.	Total price (in Rs.)
1.	HP LaserJet 1020 Plus Printer	One (1)	(excluding GST/taxes as applicable)
4	<b>Total price (in Rs.) in words): G</b>		
5	GST/Taxes as applicable		
6	Lumpsum cost (4+5)		
	Lumpsum cost (in words):		

### Points to be taken care of:

- Cost should be indicated clearly both in figures and words and any cutting/erasures/overwriting/deletions/modifications etc., if any shall be properly attested by the authorized signatory.
- Price shall be indicated in Indian Rupees only. The price quoted by the bidder shall remain firm.
- If some discrepancy is found between the rate given in words and figures, the total amount written in words shall be applicable and considered as submitted financial bid.
- No additional cost shall be paid to the bidder in addition to the price quoted in this Financial bid except GST/taxes as applicable in any circumstances.

Dated:

Signature

Name

Full address

Telephone no.:

Fax no.:

e-mail:

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