



**ARIAS SOCIETY**

Assam Rural Infrastructure and Agricultural Services Society  
(An Autonomous Body of the Govt. of Assam)

Project Management Unit (PMU) of the World Bank financed  
**Assam Citizen Centric Service Delivery Project (ACCSDP)**

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)  
Tel: +91 361-2332125; Email: [spd@arias.in](mailto:spd@arias.in); Website: [www.arias.in](http://www.arias.in)

No. ARIASS/ACCSDP/327/2021/493

Dated Guwahati the October 7<sup>th</sup>, 2021

**PROCUREMENT NOTICE**  
**for the**  
**Request for Quotation [RFQ]**  
**for Supply, Installation & Commissioning of All-in-One Computers**

- 1) The Government of Assam through Government of India has received loan from the World Bank towards the cost of 'Assam Citizen-Centric Service Delivery Project (ACCSDP)' and it is intended that part of the proceeds will be applied to eligible payments under the contracts for procurement of 'All-in-One Computers' for various Line Department offices under ACCSDP Project.
- 2) ARIAS Society now invites sealed quotation from eligible **manufacturers or their authorized dealers/ authorized agents** for supply of 700 (Seven hundred) All-in-One Computers (**Package 1-7**) as per the details given under:

Package no.	Brief description of good	Specifications	Quantity	Delivery period	Place of delivery
Package 1	<b>All-in-One Computer</b>	As per given at Section IV	100	45 days	<b>Delivery:</b> <b>ARIAS Society,</b> <b>Guwahati, Assam.</b>  <b>Commissioning:</b> <b>At district Head</b> <b>Quarters &amp; Sub-</b> <b>Divisional Offices</b>
Package 2			100		
Package 3			100		
Package 4			100		
Package 5			100		
Package 6			100		
Package 7			100		

- 3) **Bidders may quote for one package or multiple packages.** In case of applying for multiple packages, separate quotation must be submitted for each package, mentioning the name of the package for the respective package.
- 4) The Bidders quoting for a package must quote for atleast **50%** of the quantities solicited in the package or else the quotation may be rejected. Bidders are allowed to quote for computers from several manufacturers in any package; however, in such case the bidder shall attach manufacturer's authorization certificate from each of the manufacturer.
- 5) Quotations shall be evaluated for package wise. In case a bidder submits bid for a package consisting of computers from several manufacturers, the average unit cost of the different brand/model of computers offered shall be calculated (for the purpose of evaluation and comparison of bids)

- 6) The RFQ document is attached to this **PROCUREMENT NOTICE** and it includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation procedure, award of contract and relevant forms to be filled by the bidders.
- 7) The Quotation shall be submitted in a sealed envelope addressed to "**The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam**" on or before 25<sup>th</sup> **October, 2021** by 2.00 PM. Any quotation or modifications to quotation received after the deadline shall not be considered and returned unopened as received.
- 8) The Quotations will be opened on the same day, i.e., 25<sup>th</sup> **October, 2021** at 2.15 PM in the presence of the bidders or their representatives who choose to attend at the office of the undersigned. The sealed envelope should be superscribed as "*Quotation for Supply, Installation & Commissioning of All-in-One Computers (Package No); Not to be opened before 25<sup>th</sup> October, 2021 at 2.15 PM.*" If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
- 9) Other details can be seen in the RFQ document which may be downloaded free of cost from the website <http://www.arias.in/procurements.html>.
- 10) The State Project Director, ARIAS Society shall not be held liable for any delay in the receipt of Quotations. A Bidder requiring any clarification of the RFQ document may visit the office of the Purchaser at the address given above.

(Vinod Seshan, IAS)  
State Project Director, ARIAS Society

**SECTION I**

*LETTER OF QUOTATION*

**(to be submitted on the letter head of the bidder)**

No. ARIASS/ACCSDP/327/2021/493

Dated Guwahati the October ....., 2021

Our reference no.....

dated.....

**To:**

The State Project Director  
ARIAS Society, Agriculture Complex  
Khanapara, G.S. Road- 781022

**SUB: REQUEST FOR QUOTATION [RFQ] FOR SUPPLY, INSTALLATION & COMMISSIONING OF ALL-IN-ONE COMPUTERS.**

**Sir,**

1. I/We, the undersigned, hereby submit our Technical and Financial Quotation;
2. In submitting our Quotation, we make the following declarations:
  - (a) **No reservations:** I/We have examined and have no reservations to the RFQ Document. Bid submitted by me/us are properly signed & sealed so as to prevent any subsequent replacement;
  - (b) **Conformity:** I/We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedule specified in the bid document;
  - (c) **Quotation Validity Period:** My/Our Quotation shall be valid for a period of **60 days** from the deadline fixed for the Quotation submission;
  - (d) **Eligibility:** I/We meet the eligibility requirement and have no conflict of interest; I/we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government;
  - (e) **Fraud and Corruption:** I/We hereby certify that we have taken steps to ensure that no person acting for me/us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and I/we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act, 1988."

Yours faithfully,

.....  
Authorized signature

Name of the Bidder .....

In the capacity of (legal capacity).....

Address of the firm.....

Mobile no.....

Date:.....

## SECTION II

### BIDDER'S PROFILE

*(to be submitted using official letterhead of the Bidder)*

Sl. no.	Bidder's information	Details
1)	Name of the Bidder	
2)	Status of the Bidder [whether Manufacturer/ Authorized Dealer/ Authorized Agent]	
3)	Name of the Manufacturer/ Authorized Dealer/ Authorized Agent	
4)	Address of the registered office of the bidder with mobile no. & email id	a) Address: b) Mobile number: c) e-mail id:
5)	i) Number of years in the business of manufacturing computers, if the bidder is a manufacturer ii) In case the bidder is an authorized dealer/agent of the manufacturer- a) Number of years for which the bidder is in the business of supplying computer b) Number of years for which bidder's principal/ OEM is in the business of manufacturing computers	
6)	Name of organization(s) to which the Bidder has supplied Computers	1) 2) 3)
7)	Particulars of the Authorized Signatory of the Bidder	a) Name: b) Designation: c) Mobile number: d) e-mail id:
8)	Name of the model/brand of the computer authorised to sell by the manufacturer	
9	Name, location and address of the existing authorized Service Centre of the Manufacturer in Assam	
10)	Updated Trade License	
111)	PAN no. Details	
12)	GST no. Details	

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching copies of license/authorization documents claimed above.

\_\_\_\_\_  
(Signature of the authorized person)

Name of Signatory \_\_\_\_\_

Date \_\_\_\_\_

Seal

### **Section III**

#### *TERMS AND CONDITIONS*

#### **1) ELIGIBILITY:** A Bidder

- a) shall not have conflict of interest as defined in the World Bank's Procurement GUIDELINES: PROCUREMENT OF GOODS, WORKS, AND NON-CONSULTING SERVICES UNDER IBRD LOANS AND IDA CREDITS & GRANTS BY WORLD BANK BORROWERS and
- b) should not have been
  - i. temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or
  - ii. blacklisted or suspended by Central or any State Government Departments in India

**2) CLARIFICATIONS & AMENDMENTS:** A prospective bidder requiring any clarification may visit the office of the ARIAS Society before the closing date and time of quotation submission to get clarifications on the quotation. Amendments may be issued by the purchaser before the closing date of this Quotation and the related corrigendum will be issued in connection with this Quotation. Any clarifications and/or amendments shall be uploaded on the official website of the ARIAS Society (<http://www.arias.in/procurements.html>.) and bidders are requested to satisfy themselves before submission of the quotations.

#### **3) PREPARATION AND SUBMISSION OF QUOTATION:**

- a) Quotation shall be addressed to *"The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam."*
- b) Quotations shall be submitted with all supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as *"Quotation for Supply, Installation & Commissioning of All-in-One Computers (Package No); Not to be opened before **25th October, 2021** at 2.15 PM."* The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- c) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
- d) Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
- e) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

#### **4) THE QUOTATION SUBMITTED BY THE BIDDER SHALL COMPRISE THE FOLLOWING:**

- a) **Letter of Quotation** (*duly signed by the by the authorized person signing the bid*) ;
- b) **Price Schedule** (*duly signed by the by the authorized person signing the bid*)
- c) **Signed copy of the RFQ Document** (*each and every page shall be signed by the authorized person signing the bid*)
- d) **Technical Specifications:** confirmation that the offered Goods and Related Services conform to the required specifications, supported by brochures/ leaflets/ Certificates in accordance with Clause 11 establishing Bidder's qualifications to perform the contract;

- e) **Performance Statement**- of supplies of similar goods made during the last 3 years, in the prescribed Format given at Section VII;
  - f) **Bid Security** pursuant to the provisions in Clause-5
  - g) Bidder's Profile (Section-II)
- 5) **VALIDITY OF QUOTATION:** Quotation shall remain valid for a period not less than **60** days after the deadline date specified for submission.
- 6) **SIGNING OF QUOTATIONS:** The name and position held by authorised person signing the quotation and related documents must be typed or printed below the signature.
- 7) **BID SECURITY:**
- a) The Bidder for each package shall furnish, as part of its bid, a bid security for an amount of Rs.1,00,000/- (Rupees one Lakh only) in the form of Term Deposit/Fixed Deposit Receipt/ Demand Draft duly pledged in favour of "**State Project Director, ARIAS Society,**" payable at Guwahati.
  - b) The Bid Security must remain valid for a period of 45 (forty five) days beyond the original bid validity period or beyond any period of extension subsequently requested by the Purchaser.
  - c) Any bid not accompanied with Bid Security shall be treated as non-responsive by the Purchaser.
  - d) Unsuccessful bidder's Bid Securities will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.
  - e) The successful bidder's bid security will be discharged upon the bidder being issued the Supply Order and furnishing of Performance Security by the Bidder.
  - f) ***The Bid Security may be forfeited:***
    - i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder.
    - ii) In case of a successful Bidder, if the Bidder fails to furnish Performance Security
- 8) **QUOTATION SUBMISSION:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box at ARIAS Society earmarked by the purchaser. The copies of all the supporting documents shall be signed/ self attested by the authorised person of the Bidder.
- 9) **QUOTATION PRICES**
- a) The contract shall be for the quantity as mentioned in Clause-6 and the same shall be specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before bid submission.
  - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - c) **All the costs relating to transportation, delivery and testing at ARIAS Society, and commissioning at the final destination (At district Head Quarters & Sub-Divisional Offices) shall be included in the quoted price for the computers.**
  - d) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. **If these are only stated to be extra, such quotations are liable to be rejected.** Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.

- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) The Prices shall be quoted in Indian Rupees only.
- g) In case of discrepancy between the price in figure and words in the financial quote, the price written in words shall prevail. In case of discrepancy between the Unit Cost and Total Cost, the Unit Cost shall prevail.

**10) OPENING AND EVALUATION OF QUOTATIONS:** The Quotations will be opened publicly on the specified date and time mentioned in the Procurement Notice. The bid opening shall take place at office of the *State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022, Assam.* The Purchaser shall examine the quotation to determine whether the quotation -

- a) has been properly signed by the authorised person;
- b) meets the eligibility criteria as mentioned in the RFQ document;
- c) conforms to all the terms, conditions, technical specifications, warranty/guarantee etc.; and
- d) **Quotations shall be evaluated for package wise. In case a bidder submits bid for a package consisting of computers from several manufacturers, the average unit cost of the different brand/model of computers offered shall be calculated (for the purpose of evaluation and comparison of bids).**
- e) The evaluation shall be carried out on the basis of unit cost for each package.

**11) SUPPLY OF ITEMS:**

- a) **Bidders may quote for one package or multiple packages.** In case of applying for multiple packages, separate quotation must be submitted for each package, mentioning the name of the package for the respective package. The Bidders quoting for a package must quote for at least **50%** of the quantities solicited in the package or else the quotation may be rejected.
- b) Bidder shall have to provide for Supply, Installation & Commissioning of the items for which quotations is submitted. Brand-names and warranty period shall be mentioned in the columns in the financial format and also as a part of technical specifications.

**12) DELIVERY:**

- a) The selected bidder(s) shall have to complete supply of computers at ARIAS Society within **45 (Forty-five) days** from the date of issue of the Supply Order and complete the testing at ARIAS Society within **10 (ten) days** thereafter. Transportation of the computers from the ARIAS society to the final destination (At district Head Quarters & Sub-Divisional Offices) shall be arranged by the ARIAS society. The bidder(s) shall also have to commission of the computers at the final destinations shall within 10 (ten) days of intimation by the ARIAS Society.
- b) **PACKING:** The Supplier shall provide packing of the Goods as is required to prevent its damage or deterioration during transit. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures.

**13) CONFORMITY OF GOODS:** Bidder shall furnish as part of the Quotation, documentary evidence that the computers conform to the technical specifications and standards, supported by relevant catalogue, brochure etc. of the manufacturer. Bidder shall attach a clause by clause confirmatory to the laid down specifications.

**14) QUALIFICATION CRITERIA:**

Sl. no.	Eligibility Criteria	Enclose relevant documents as proof of eligibility
1)	<p>a) If the bidder is a manufacturer, the company must be in the business of manufacturing computers for last <b>10</b> years (2012-2020),</p> <p>b) In case the bidder is an authorized dealer/agent of the manufacturer-</p> <p>i) The bidder must be in the business of supplying computers for last <b>5</b> years (2016-2020), and</p> <p>ii) The bidder's principal/ OEM must be in the business of manufacturing computers for last <b>10</b> years (2012-2020)</p>	<i>Incorporation certificate/firm registration certificate/registration under Shop &amp; Establishment Act, etc.</i>
2)	The bidder shall have atleast experience of supplying computers to minimum 3 (three) public sector agencies from state/central govt. departments/ ministries/ PSUs during last <b>5</b> years (2016-2020).	<i>Work Orders</i>
3)	<p>a) If the bidder is a manufacturer, the company shall have manufactured and sold minimum <b>100,000 units</b> of computers in any one year in the past 3 years</p> <p>b) In case the bidder is an authorized dealer/agent of the manufacturer-</p> <p>a) <u>To qualify for each package</u>, a bidder must have supplied atleast 25 computers in any one of last 5 years, and</p> <p>b) The bidder's principal/ OEM must have manufactured and sold minimum 100,000 computers in any one year in the past 3 years.</p>	<p>i. <i>Documentary evidence of manufacturing 100,000 computers in any one year in the past 3 years of the manufacturer.</i></p> <p>ii. <i>Details of supplies made during the last 5 years shall be submitted in the specified proforma given at Section VI along with Supply Orders to demonstrate the capacity.</i></p>
4)	<u>To qualify for each package</u> , the bidder shall submit separate Bid Security for an amount of Rs.1,00,000/- (Rupees one Lakh) in the manner cited at Clause-7 of the RFQ document	<i>Bid Security instrument in Original.</i>
5)	The manufacturer (in case of dealer/agent, the principal/OEM of the bidder) must have a Turnover of Rs.10 crore for each of the preceding three (3) financial years, i.e. 2017-18; 2018-19; & 2019-20.	<i>Chartered Accountant certifying turnover to be submitted in original.</i>
6)	Trade License	<i>Self attested updated copy.</i>
7)	GST No.	<i>Self attested registration details.</i>
8)	PAN No.	<i>Self attested card details</i>
9)	Manufacturer's authorization letter in case of authorized dealer/ agent giving authority to supply the goods.	<i>Authorization letter on the Manufacturer's letterhead with seal &amp; signature</i>



### **15) AWARD OF CONTRACT:**

The State Project Director, ARIAS Society 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 unit quoted price of the computers.

- a) 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.
- b) The bidder whose quotation 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 supply order.

**16) PERFORMANCE SECURITY:** Within three (3) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the **2%** of the contract values as Performance Security drawn from nationalised bank/scheduled bank in favour of the '*State Project Director, ARIAS Society*' and payable at Guwahati. The Performance Security may be in the form of FDR/Term Deposit which shall have a validity period of minimum 45 days beyond the successful delivery of the Goods.

**17) Payment:** Payment shall be made upon satisfactory supply, testing, acceptance and commissioning of the computers. If after supply, it is discovered that the items supplied are not exactly according to the specification/quality mentioned, such supply will be rejected at the supplier's cost. The decision of ARIAS Society on quality & specifications shall be final and no disagreement from the supplier shall be entertained.

- a) **95% Payment shall be made within 30 (thirty) days after delivery, testing and acceptance of the goods at the ARIAS office by the authorised person of the bidder and the ARIAS Society.** Taxes shall be dealt as per applicable laws.
- b) **The bidder shall also have to commission the computers at the final destinations (At district Head Quarters & Sub-Divisional Offices) within 10 (ten) days of intimation by the ARIAS Society and send an email from the respective computer (showing the Mac ID and the system configuration ) to the given email address of ARIAS society. Remaining 5% shall be made within 30 (thirty) days after commissioning of the computers at final destination.**
- c) No advance payment shall be made.

### **18) FORCE MAJEURE:**

- a) The bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "*Force Majeure*" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- b) If a Force Majeure situation arises, the bidder shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 19) AFTER SALES SERVICE:** After sales service shall be provided by the Supplier or alternatively by its authorized Agent. The supplier shall have to provide warranty and after sales service of the supplied computers for a period of three (3) years.
- 20) WARRANTY:** The comprehensive onsite warranty shall remain valid for a minimum period of 36 (thirty-six) months after the Goods have been delivered to and accepted.
- 21) LIQUIDATED DAMAGES:** The liquidated damages per week or part thereof for failure to supply shall be 0.5% of the contract value. If the liquidated damages amount reached to 10% of the contract value, the supply order shall stand cancelled and Performance Guarantee of the supplier shall be forfeited.
- 22) TERMINATION:** Termination for Default: The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- a) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser;
  - b) if the Supplier fails to perform any other obligation under the Contract; or
  - c) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption in competing for or in executing the Contract.
- 23) SETTLEMENT OF DISPUTES:** The contract shall be governed by the laws in force in India. In the event of any dispute, such dispute would be subject to the courts in Guwahati only.

**Section IV**

**TECHNICAL SPECIFICATIONS**

<b>Sl. no.</b>	<b>Description of Goods &amp; Related Services</b>	<b>Technical Specifications</b>
1)	Processor	<ul style="list-style-type: none"><li>• 64 Bit, Intel Core i7 10th generation or equivalent or higher ;</li><li>• Number of Cores: minimum 8 Cores and 16 Threaded Processor or higher;</li><li>• Minimum Base frequency 2.9 GHz Frequency or higher;</li><li>• Minimum turbo frequency of 4.6 Ghz (all cores) or higher;</li><li>• Minimum 16 MB L3 Cache or higher.</li></ul>
2)	Chipset & Motherboard	<ul style="list-style-type: none"><li>• Latest Chipset &amp; Motherboard shall be compatible with the processor and other related components. OEM Motherboard with OEM Logo Embossed on the motherboard ( No Sticker)</li></ul>
3)	Memory	<ul style="list-style-type: none"><li>• DDR4 16 GB or higher , expandable upto 32 GB or higher</li></ul>
4)	Storage	<ul style="list-style-type: none"><li>• Minimum SSD Capacity 256 GB or higher</li><li>• Minimum HDD Capacity 1 TB @ 7200 rpm or higher</li></ul>
5)	Graphics	<ul style="list-style-type: none"><li>• Latest Integrated HD Graphic</li></ul>
6)	Optical Drive	<ul style="list-style-type: none"><li>• DVD R/W (optional)</li></ul>
7)	Web-Camera	<ul style="list-style-type: none"><li>• In-Built Web Cam, FHD</li></ul>
8)	Mouse & Keyboard	<ul style="list-style-type: none"><li>• Mouse: Wired USB Optical (same make as All-in-one PC)/Wireless</li><li>• Keyboard: Standard, Wired USB, (same make as All-in-one PC)/Wireless</li></ul>
9)	Audio	<ul style="list-style-type: none"><li>• Integrated Speakers and Audio-in &amp; Audio-out ,Headphone out &amp; Microphone-in</li></ul>
10)	Display	<ul style="list-style-type: none"><li>• Minimum 23 inches or higher , Minimum 1920x1080 resolution or higher, Wide backlit Monitor (same make as PC) with Adjustable height and TCO</li></ul>
11)	Warranty	<ul style="list-style-type: none"><li>• Minimum 3 Years comprehensive onsite warranty</li></ul>
12)	Connectivity	<ul style="list-style-type: none"><li>• 10/100/1000 on board Integrated Gigabit Port + Wi-Fi (speed greater than 150Mbps)+ Bluetooth</li></ul>
13)	I/O Ports	<ul style="list-style-type: none"><li>• Minimum One HDMI or Display Port, Minimum two USB 3.1, Minimum One USB Type C</li></ul>
14)	Operating System	<ul style="list-style-type: none"><li>• Windows 10 Professional, OS Certification: Windows. Hardware Drivers must be available in OEM website for easy download</li></ul>
15)	Certification	<ul style="list-style-type: none"><li>• BIS Registration under CRS of Meity, ROHS Compliance, BEE/Energy Star for the given Model, Other Certification Available UL, CE, FCC</li></ul>

**Section V**

**FINANCIAL PART (PACKAGE No)**

*(to be submitted on the letter head of the bidder)*

No. ARIASS/ACCSDP/327/2021/493

Dated Guwahati the October ....., 2021

Our reference no.....

dated.....

**To:**

The State Project Director  
ARIAS Society, Agriculture Complex  
Khanapara, G.S. Road- 781022

**SUB: REQUEST FOR QUOTATION [RFQ] FOR SUPPLY, INSTALLATION & COMMISSIONING OF ALL-IN-ONE COMPUTERS.**

**Sir,**

- a) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case being invited for the award of contract.
- b) It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the purchaser wish to take.
- c) **The total price of our Quotation, including any unconditional discounts offered is:**

*Total price of the Quotation:* [insert the total price of the quotation including GST and any other taxes, and the cost of testing, installation & commissioning, which will be payable on the finished goods- in words and in figures]

*Average Unit price of the Computers offered:* [insert the Average Unit price of the Computers including GST and any other taxes, and the cost of testing, installation & commissioning which will be payable on the finished goods- in words and in figures]

- d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate 'None']

Yours faithfully,

.....  
Authorized Signature

Name & Title of Signatory.....

In the capacity of [insert legal capacity of person signing the Letter of Quotation]

Name of the Bidder.....

Address.....

Dated on day of .....2021 [insert date of signing]

**Section VI**  
**FORMAT OF QUOTATION**

Package No	Description of goods	Specifications	Quantity in Nos.	Brand name & warranty	Unit cost (in Rs.)	GST on unit cost (in Rs.)	Total unit cost (incl. GST)	*Total cost on all items inclusive of GST (in Rs.)
	All-in-One Computer							
					Average Unit Cost:- Rs. ....			Grand Total Cost:- Rs. ....

*\*Payment of GST and other taxes payable for the goods at the time of invoicing shall be at actual.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs (Amount in figures) (Rs amount in words) within the period specified in the Request for Quotations.

*[Signature of Bidder]*

**Section VII**

**PROFORMA FOR PERFORMANCE STATEMENT** *(for a period of last 5 years)*

(Work Orders to be attached)

Order placed by: (full address of Purchaser)	Order No. & date	Description and quantity of ordered computer	Value of order	Date of completion of delivery	
				As per contract	Actual

**SECTION VII**  
**MANUFACTURER'S AUTHORIZATION**  
*(to be submitted on the letter head of the Manufacturer)*

Date: [insert date (as day, month and year) of Bid Submission]

RFQ No.: [insert number of bidding process]

RFQ Title: [Mention the title of the RFQ]

To: [insert complete name of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently supply to the Purchaser in the event of being selected.

We hereby extend our full guarantee and warranty in accordance with respect to the Goods offered by the above firm against this RFQ.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]