

GOVERNMENT OF KARNATAKA  
OFFICE OF COMMISSIONER OF COMMERCIAL TAX  
VTK-1, GANDHINAGAR, BENGALURU-560009

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS AND EQUIPMENT

To:

M/s.....  
.....  
.....  
.....

Dear Sirs:

**Sub: Invitation of quotation for supply of**

- 1) Two Mini Laptops
- 2) Two Monitors
- 3) Two DVD's with specifications specified below

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl. No	description of goods/equipment	specifications	Quantity	Delivery period	Place of delivery
1	Mini Laptop	<p>OS Windows 10</p> <p>Screen 11.6" LED</p> <p>Processor Celeron N3050 1.6GHz</p> <p>RAM 2GB DDR3L RAM</p> <p>Storage 500GB HDD</p> <p>Graphics Intel HD Graphics</p> <p>DVD Drive No DVD Drive</p> <p>Camera VGA Webcam</p> <p>Card Reader 5-in-1 Card Reader</p> <p>Battery 3 Cell 3500mAH Battery</p> <p>Connectivity Wifi 802.11ac, Bluetooth 4.0</p> <p>Ports 1xUSB2.0, 1xUSB3.0, HDMI, RJ45 LAN, Headphone/Mic jack</p> <p>Weight 1.25Kg Weight</p> <p>Max.Thick 21.2mm Thick</p> <p>Warranty 1 Year warranty</p>	2	Immediatly	O/o CCT, Bangalore
2	Monitor	24 Inches	2	Immediatly	O/o CCT, Bangalore
3	DVD	CD ROM R/W Drivers	2	Immediatly	O/o CCT, Bangalore

## **2. Quoted Price:**

- (a) The tenderer shall quote for items in the format of quotation attached;
- (b) All duties, taxes and other levies payable by the tenderer (including Goods and Service Tax (GST) on the finished goods) shall be included in the item rate.
- (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- (d) Rates for supply of partial quantity of an item is not acceptable.
- (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- (f) Cable or Facsimile quotations are not acceptable.

## **3. Each tenderer must submit only one quotation**

## **4. Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

## **5. Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- (a) The evaluation will be done including the GST. If the tenderer has not included the GST in his quotation for the item rate, and has also not indicated the rate of GST applicable, the quoted rate will be treated as though it is inclusive of the GST and no extra payment for GST will be made;
- (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

## **6. Award of contract:**

- (a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.

- (b) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- (c) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- (d) Payment will be made within 20 days after the delivery of the goods and their acceptance.
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

**7. Last date and time of receipt of quotations:**

You are requested to submit the sealed quotations superscribed on the envelope as "Quotations for the supply of Two Mini Laptops, Two Monitors and Two DVD's by 5.30pm on 17/08/2017. We look forward to receiving your quotations.

Attachment:

Yours Sincerely,

  
Additional Commissioner of  
Commercial Taxes(GST)  
Additional Commissioner of Commercial Taxes  
(Goods and Service Tax), Bengaluru-560 009