

### INVITATION FOR QUOTATIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE (C-AMC) CONTRACT UNDER SHOPPING PROCEDURES

Dear Sir/Madam,

Subject : **INVITATION FOR QUOTATIONS FOR C-AMC**

1. You are invited to submit your most competitive quotation for maintenance of IT equipment and peripherals installed at National Project Implementation Unit (NPIU), 4<sup>th</sup> Floor, EdCIL House, Plot No.18-A, Sector-16-A, Noida- 201 301 (U.P) as per Annex-A.
2. **Quotation Price**
  - a) The contract shall be for the full quantity as described in Annex-A.
  - b) The Prices should be quoted in Indian Rupees only.
  - c) All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price.
  - d) The rates quoted by the Vendor shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - e) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
3. Each Vendor shall submit only one quotation.
4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
5. **Evaluation of Quotations**
  - a) The Quotation Evaluation Committee, NPIU will evaluate and compare the quotations determined to be substantially responsive i.e. which
    - (i) are properly signed; and
    - (ii) conform to the terms and conditions, and specifications.
    - (iii) all requisite documents mentioned in terms & conditions
  - b) The Quotations would be evaluated for all the item together.

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6. **Award of contract**

The NPIU will award the contract to the vendor whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 6.1 Notwithstanding the above, the NPIU 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 contract.
- 6.2 The vendor whose quotation is accepted will be notified of the award of contract by the NPIU prior to expiration of the quotation validity period.
- 6.3 The detailed terms and conditions of the contract is given in Annexure-B. The same terms and conditions shall also be incorporated in the job order.
7. The Payment for the contract will be made on quarterly basis and after the end of each quarter.
8. You are requested to provide your offer in sealed envelope latest by 1500 hours on 11<sup>th</sup> October 2017 in enclosed cost breakup format (Annexure-C).

With regards,

  
(Prof (Dr) P M Khodke)  
Central Project Advisor

Encls : As above