

**INVITATION FOR QUOTATIONS FOR PROCUREMENT AND INSTSALLATION OF  
IT EQUIPMENT UNDER SHOPPING PROCEDURES**

02<sup>nd</sup> May 2018

Dear Sir/Madam,

Sub : **INVITATION FOR QUOTATIONS FOR IT EQUIPMENT**

1. You are invited to submit your most competitive quotation for Procurement and installation of IT Equipment at National Project Implementation Unit (NPIU), 301-302, 3<sup>rd</sup> Floor, Copia Corporate Suite, Jasola, New Delhi.
2. **Bid Price:**
  - a) The quotation shall be for the full quantity as described in Annexure-A. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
  - b) All duties, taxes and other levies payable by the vendor under the quotation shall be included in the total price.
  - c) The rates quoted by the Vendor shall be fixed and shall not be subject to adjustment on any account.
  - d) The Prices should be quoted in Indian Rupees only.
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:**

The Quotation Evaluation Committee, NPIU will evaluate and compare the quotations for all the item together.

6. **Award of Purchase order:**

The NPIU will award the Purchase order 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. The terms of the accepted offer shall be incorporated in the purchase order.
7. The Payment for the Job order will be made after the successful delivery and installation of IT equipment at NPIU against Invoice.
8. You are requested to provide your offer in sealed envelope latest by 1500 hours on 15<sup>th</sup> May 2018 in enclosed cost breakup (Annexure-A).

With regards,

**[Prof (Dr) P M Khodke]**  
Central Project Advisor  
National Project Implementation Unit  
Edcil House, Plot No.18-A, Sector-16-A,  
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Encls : As above