

Date: 14/04/2022

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER SHOPPING PROCEDURES**

Dear Sir,

Sub: Invitation for quotations for supply of Desktops and Laptops for the SEWA offices in the Gujarat state of India

1. You are invited to submit your most competitive quotation for the following goods:

| <b>Brief Description of the Goods</b> | <b>Specifications</b>   | <b>Quantity</b> | <b>Delivery Period</b> | <b>Place of Delivery</b>   | <b>Installation Requirement, if any</b> |
|---------------------------------------|---|-----------------|------------------------|--|---|
| Desktops                              | Intel® Core™ i3 Latest Generation (4 Cores/6MB/8T/3.0GHz to 3.8GHz/35W), 8GB, DDR4 Memory, 256 SSD, 1TB SATA Hard Disk Drive, All in One system, 21 to 22" Screen 1920x1080 IPS No Touch Anti-Glare, Camera, Microphone, Speaker, Integrated Graphics, USB Keyboard and Mouse, 3.0 USB Port, 3.0 Media Card Reader, RJ 45 Lan Port, Inbuilt Wi-Fi, Windows 10 Pro, 3 Year Onsite Warranty, 3 to 5 Year Warranty Commercial Series Only  | 22              | 30 days                | 4th Floor, 401, Akashganga Complex Brahm Kshatriya Society, Gujarat College Road, Ellisbridge, Ahmedabad, Gujarat 380006 | Yes                                     |
| Laptops                               | Latest Generation Intel® Core™ i3 (2 Core, 4M cache, base 2.1GHz, up to 4.1GHz) Windows 10 Pro (64bit) English, 8GB, DDR4 Non-ECC, 256 GB SSD, 1TB 2.5" 5400RPM 7mm SMR Hard Drive, 14 Inch Display Anti-Glare Non-Touch, Camera & Microphone, Windows 10 Pro, 3 Years Onsite Warranty, Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1, 3 Cell 40Whr Express Charge Capable Battery, 3.0 card reader slot   Universal Audio Jack   USB 2.0   USB 3.2 Gen 1 Type-A port with Power Share   RJ-45 with status LED  HDMI 1.4   USB 3.2 Gen 1 Type-A port   USB 3.2 Gen 1 Type-C port with DisplayPort 1.2 Alt mode, Power Cord for 3-pin Adapter (IND), Backpack. 3 Year Warranty. Commercial Series only | 5               | 30 days                | 4th Floor, 401, Akashganga Complex Brahm Kshatriya Society, Gujarat College Road, Ellisbridge, Ahmedabad, Gujarat 380006 | N.A.                                    |

2. SEWA through Government of India has received a credit from the International Development Association (IDA) through the World Bank towards the cost of the “Digital Financial Inclusion of informal sector” Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Quotation Price**

- a) The contract shall be for the full quantity of as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) Evaluation will be done for all the items together.
- c) No bid should be conditional. Conditional bids will be rejected as non-responsive.
- d) All the applicable taxes, any other levies payable, delivery related cost, and any other applicable cost shall be included in the net total price of each item. No other cost shall be payable other than the net total price.
- e) 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.
- f) The Prices shall be quoted in Indian Rupees only.
- g) Kindly ensure that only one format is submitted for all the items.

4. Each vendor shall submit only one quotation *using the format given (enclosed as Enclosure 1)*. Vendors shall not contact other vendors in matters relating to this Quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 7 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are from **authorized dealers** for the goods offered and;

- (a) are properly signed; and
- (b) conform to the terms & conditions mentioned above and fulfill all the specifications.

The Quotations would be evaluated for all the items together on the total cost.

7. **Award of contract**

The Purchaser 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.

7.1 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.

7.2 The vendor whose bid 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 (sample form attached as **Enclosure 2**).

8. Payment shall be made 50% of the total amount in advance and 50% of the remaining amount within 10 days after delivery and inspection/installation of the goods. Liquidity damages will be charged at 1% on the advance amount given, if the goods are not delivered on time.

9. You are requested to provide your offer latest by 17:00 hours on 20/04/2022.

10. We look forward to receiving your quotations and thank you for your interest in this project.

Name: Mr. Rushi Laheri

Name: Ms. Ami Pandya

Address: Self Employed Women's Association,  
Opp. Victoria Garden, Bhadra – Ahmedabad

Contact No.: 9898618063, 9824225450

Email: [rushilaheri@sewa.org](mailto:rushilaheri@sewa.org),

[tejasraval@sewa.org](mailto:tejasraval@sewa.org), [amipandya@sewa.org](mailto:amipandya@sewa.org)

**Enclosure 1**  
**FORMAT OF QUOTATION**

| Sl. No. | Description Goods | Specifications   | Qty. | Unit | Quoted Unit Rate in Rs. | Total Amount |          |
|---------|-------------------|--|------|------|-------------------------|--------------|----------|
|         |                   |  |      |      |                         | In Figures   | In Words |
| 1       | Desktops          | Intel® Core™ i3-Latest Generation 10100T (4 Cores/6MB/8T/3.0GHz to 3.8GHz/35W), 8GB, 1X8GB, DDR4 Memory, 2.5-inch 1TB 5400rpm SATA Hard Disk Drive, All in One system, 21.5" Screen 1920x1080 IPS No Touch Anti-Glare, Camera, Microphone, Speaker, Integrated Graphics, USB Keyboard and Mouse, 3.0 USB Port, 3.0 Media Card Reader, RJ 45 Lan Port, Inbuilt Wi-Fi, Windows 10 Pro, 3 Year Onsite Warranty, 3 to 5 Year Warranty Commercial Series Only                               | 22   |      |                         |              |          |
| 2       | Laptops           | Latest Generation Intel® Core™ i3-10110U (2 Core, 4M cache, base 2.1GHz, up to 4.1GHz) Windows 10 Pro (64bit) English, 8GB, 2x4GB, DDR4 Non-ECC, 1TB 2.5" 5400RPM 7mm SMR Hard Drive, 14 Inch Display Anti-Glare Non-Touch, Camera & Microphone, Windows 10 Pro, 3 Years Onsite Warranty, Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1, 3 Cell 40Whr Express Charge Capable Battery, 3.0 card reader slot   Universal Audio Jack   USB 2.0   USB 3.2 Gen 1 Type-A port with Power | 5    |      |                         |              |          |

|  |              |  |  |  |  |  |  |  |
|--|--------------|--|--|--|--|--|--|--|
|  |              | Share   RJ-45 with status LED  HDMI 1.4   USB 3.2 Gen 1 Type-A port   USB 3.2 Gen 1 Type-C port with DisplayPort 1.2 Alt mode, Power Cord for 3-pin Adapter (IND), Backpack. 3 Year Warranty. Commercial Series only |  |  |  |  |  |  |
|  | <b>TOTAL</b> |  |  |  |  |  |  |  |

**Gross Total Cost: Rs. ....**

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature:** \_\_\_\_\_  
**Name:**

**ATTACHMENT**

**OFFICE OF** .....  
.....

**Enclosure 2**  
**SUPPLY ORDER**

To:

M/s

.....  
.....

Dear Sir,

Sub: Supply of .....

Ref Your quotation no..... dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

| SL.No | Brief description of goods/ equipment | Specifications | Quantity to be supplied | Unit Rate (Rs.) | Total Price (Rs.) |
|-------|---------------------------------------|----------------|-------------------------|-----------------|-------------------|
| 1     |                                       |                |                         |                 |                   |
| 2     |                                       |                |                         |                 |                   |
| 3     |                                       |                |                         |                 |                   |
|       |                                       |                | Total                   |                 |                   |

2. Delivery Period: ..... days from the date of issue of this supply order.
3. Place of delivery .....
4. Consignee Address: .....
5. Payment shall be made 50% of the total amount in advance and 50% of the remaining amount within 10 days after delivery and inspection/installation of the goods. Liquidity damages will be charged at 1% on the advance amount given, if the goods are not delivered on time.

**(Purchaser)**

Date:

Place:

Name: .....

Designation: .....