

E-5

**PROCUREMENT OF GOODS
THROUGH
REQUEST FOR QUOTATION
(RFQ)/SHOPPING PROCEDURES**

*(For Contracts valued less than the
equivalent of US \$100,000 each)*

APRIL 2018

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ/Shopping Procedures

Purchaser: Society for Climate Resilient Agriculture in Nagaland (SoCRAN)

Contract title: Procurement of 42 nos. of laptop, 01 (One) nos. of Workstation for SPMU under ELEMENT Project

RFQ No: *IN-SoCRAN-386767-GO-RFQ*

Date: *06/11/2023*

1. The Government of India has applied financing from the World Bank towards the cost of the Enhancing Landscape and Ecosystem Management (ELEMENT) Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Society for Climate Resilient Agriculture in Nagaland (SoCRAN) invites quotations from eligible bidders for the following goods.
2. **Fraud and Corruption**
The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework.
3. In further pursuance of this policy, Suppliers shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
4. **Eligible Suppliers**
5. The sealed quotation should be accompanied by: (ELIGIBILITY AND QUALIFICATION CRITERIA)

You are requested to submit copies of the following documents as evidence of your eligibility.

- a. A copy of your business registration; If the entity is Limited Liability Partnership, please attach partnership deed copy
- b. GST Registration copy.
- c. PAN Card copy.
- d. completed bid form, price and delivery schedule;
- e. any other pertinent information if any.
- f. Copy of **valid Trade License** issued by competent authority in the State.

- g. Self-declaration that the supplier business activities are not suspended or debarred from public procurement by the State Government of Nagaland or Government of India
- h. The bidders will submit list of contracts for successfully executed indicating contract details and value to establish the same in this prescribed format only with self-attested copy of supply/purchase order.

Sl. No.	Brief Description of the Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	Purchase of 01 (One) Nos. of Workstation for SPMU	HP Workstation Z4 Intel Core X19-10900X/ 32GB RAM DDR4/ 512 GB NVMe SSD + 1 TB SATA HDD/ Nvidia RTX A4000 16 GB graphics/ Windows 10 pro/ 3 years warranty	01	15 days from the date of issuance of Supply Order	T. Tachu Enclave, Ground Floor, RBI Building. PO. Box No. 319 Below Directorate of Fire & Emergency Services, Kohima, Nagaland-797001	Installation, training, commissioning and other services.
2.	Purchase of 42 Nos. of Laptop for SPMU	HP Gaming-Omen 17 ck 1022TX-6J0W2PA Intel Core i7-12800HX 32GB RAM 1TB SSD (4X4) RTX 3070Ti 8GB Graphics Win 11 MSO H & S 2021/30 days Xbox Game Pass RGB 4 Zone Antighosting Keyboard 17.3” QHD IPS Antiglare 165Hz, 300 nits, 3 Ms response time 1 year onsite warranty Super Premium	42	15 days from the date of issuance of Supply Order		Installation, training, commissioning and other services.

*[*Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.]*

6. The Bidders may submit Quotations for the item with all supporting documents like Trade License, GST certificate, Pan Card etc.
7. This Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s);

- and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The RFQ document including the terms and conditions etc. can be downloaded free of cost by logging on to the website www.elementnagaland.in. or it can be obtained from the office from 11.00 AM to 2.30 PM.
8. Quotations shall be submitted to the Project Director ELEMENT, T. Tachu Enclave, Ground Floor, RBI Building. PO. Box No. 319 Below Directorate of Fire & Emergency Services, Kohima, Nagaland-797001. Any quotation or modifications to quotation received outside procurement system will not be considered. The late submission of quotations shall not be allowed.
 9. If the Purchaser's office happens to be closed on the date of opening of the Quotations, the Quotations will be opened on the next working day at the same time.
 10. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays. A Bidder requiring any clarification of the RFQ Document may write to the Purchaser or may visit the office of the Purchaser at the address given below.

T. Tachu Enclave, Ground Floor, RBI Building.
PO. Box No. 319
Below Directorate of Fire & Emergency Services,
Kohima, Nagaland-797001
Procurement Specialist
Email : elementpro2023@gmail.com
www.elementnagaland.in

Yours Sincerely,

Dy. Director-4
T. Tachu Enclave, Ground Floor, RBI Building.
PO. Box No. 319
Below Directorate of Fire & Emergency Services,
Kohima, Nagaland-797001
Procurement Specialist
Email : elementpro2023@gmail.com
www.elementnagaland.in

FQ No: *IN-SoCRAN-386767-GO-RFQ*

Date: 06/11/2023

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) 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.
2. A Supplier that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
3. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with be addressed and any amendment to this document, will be uploaded on the websites for information of all suppliers. Bidders should check the website for any amendments to the terms and conditions.
4. **Documents:** The Quotation shall comprise of combine technical and financial in one envelope.
5. **The Quotation shall comprise the following:**
 - (a) Format of Quotation –
 - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
 - (d) Evidence in accordance with Bidder's qualifications to perform the contract, if its quotation is accepted;
 - (e) Complete address and contact details of the Bidder having the following information:

Name of Firm

Address for communication

Telephone No(s): Office

Mobile No.

Facsimile (FAX) No.

Electronic Mail Identification (E-mail ID)

6. Quotation Prices

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form.
- b) All duties, taxes, and other levies payable on the raw materials and components shall be included in the total price.
- c) 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.
- d) 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.
- e) The Prices shall be quoted in Indian Rupees only.

7. **Conformity of Goods:** The Bidder shall furnish of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.

8. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

9. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

10. **Quotation Submission:** The duly signed copy of Quotation should reach to the address as mentioned in Request for Quotation on or before 20th of November 2023 by 2.00 PM.

11. **Evaluation of Quotations:** The Quotations shall be open at the specified location as mentioned in the RFQ on the specified date and time. Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at 2. 30 PM at T. Tachu Enclave, Ground Floor, RBI Building, PO. Box No. 319, Below Directorate of Fire & Emergency Services, Kohima, Nagaland-797001 on 20th of November 2023.

(a) The Purchaser shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 9); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).

(b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify and responsive.

- (c) Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their quotation failed to meet the requirements of the RFQ document.
 - (d) Simultaneously Purchaser shall notify in writing those suppliers whose Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotation has been evaluated and responsive to the RFQ document
 - (e) The Quotations would be evaluated for all the items together.
 - (f) The evaluation shall be based on the total price of Goods and related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
12. **Award of contract:** The Purchaser 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.
- (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 (sample form attached).
 - (c) Payment shall be made immediately/or within 15 days after delivery of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
 - (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

Format of Quotation

The Bidder must prepare Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *IN-SoCRAN-386767-GO-RFQ*

Our Reference: No..... Dated.....

To

Project Director/Dy. Director
T. Tachu Enclave, Ground Floor, RBI Building.
P.O. Box No. 319
Below Directorate of Fire & Emergency Services,
Kohima, Nagaland-797001
Email : elementpro2023@gmail.com

Subject: Supply of 42 nos. of laptop, 01 (One) nos. of Workstation for SPMU under ELEMENT Project

Sir,

1. We, the undersigned, hereby submit our combined technical and financial Quotation in one envelope.
2. 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, which will be payable on the finished goods, in words and figures*;
3. **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."*]

4. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *insert a brief description of the Goods and Related Services*];
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;

- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

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

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate ¹ at destination in Rs.	² GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL including all taxes and duties								

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

² Indicate each applicable tax separately.

Note: Evaluation shall be done *for all items together* Information given here should be in consonance with the same information given in the RFQ.

** Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

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.

We also confirm that the normal commercial warranty/guarantee of 12 months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

Purchaser's Requirement

1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period <i>[to be provided by the Bidder]</i>
1	2	3	4	5	6	7
1.	Purchase of 01 (One) Nos. of Workstation for SPMU	01	01	T. Tachu Enclave, Ground Floor, RBI Building. PO. Box No. 319 Below Directorate of Fire & Emergency Services, Kohima, Nagaland-797001	15 days from the date of issuance of Supply Order	<i>[insert the number of days from the date of the Contract]</i>
2.	Purchase of 42 Nos. of Laptop for SPMU	42	42	T. Tachu Enclave, Ground	15 days from the date of issuance of Supply Order	<i>[insert the number of days from the date of the Contract]</i>

				Floor, RBI Building. PO. Box No. 319 Below Directorate of Fire & Emergency Services, Kohima, Nagaland-797001		
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Note:

1. All details should be filled in by Purchaser except for Colum 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

2. Technical Specifications

Detailed Technical Specifications and Standards [whenever necessary] and scope of services

[Insert detailed description of TS and scope of services each item or for each group of similar items]

”]

ATTACHMENT

OFFICE OF
.....

PURCHASE/SUPPLY ORDER

To:

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

Dear Sirs,

Sub: Supply of
.....

Ref: Request for 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:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period:days from the date of issue of this supply order.

3. Place of delivery
4. Consignee Address:
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
7. Payment shall be made on delivery or within 7 days of delivery; and acceptance of the goods/equipment.
8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation:.....

Modify as appropriate for individual cases