



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

REQUEST FOR QUOTATION (RFQ)

Part-A

RFQ No.: BCPL/C&P/2011/C/020/MD

February 14, 2012

To,

Dear Sir(s),

Brahmaputra Cracker and Polymer Ltd., Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under two bid systems for supply & installation of Desktop PC & Peripherals at BCPL – Dibrugarh. The detailed specifications of Desktop are indicated at **Annexure – II& III**. The details tender document is as under:

- | | | |
|------|--|--|
| i) | Last date and time for submission of tender: | 09/03/2012 at 14.30 hrs. |
| ii) | Date and time for opening of bids: | 09/03/2012 at 15.00 hrs. |
| iii) | Pre-Bid Meeting: | 27/02/2012 at 15.30 hrs. |
| iii) | EMD: | Rs. 62500/- to be paid in the form of Demand Draft / Banker Cheque / BG in favour of Brahma Putra Cracker and Polymer Ltd., payable at Dibrugarh. |
| iv) | Place of submission of tender: | Sr. Manager (C&P)
Address: Project Office,
Brahmaputra Cracker & Polymer Limited
Main Fire Station Building,
Lepetkata, P.O. Lepetkata
Dibrugarh-786006, Assam, India |

Regd. Office: Hotel Brahma Putra Ashok, MG Road, Guwahati-781001, Assam: Tel:0361-2733554, 0361-2733556(Fax)

Project Site Office: Project Office,, Main Fire Station Building, Lepetkata, P.O. Lepetkata
Dibrugarh-786008, Assam, India Tel: 0373-2914611

Project Execution office: 3rd Floor, GTI; 24, Sector-16A; NOIDA-201 301: Tel: 0120-2513102, 011-26185941(Fax)

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Part-A

Offers should be submitted separately in two parts in sealed envelopes super-scribed with the tender no., due date, item and nature of offer (Un-priced /Priced).

PART-A: UN-PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details & the Schedule of Rate (SOR) **with prices blanked out** and copy of tender document & addenda/corrigenda, if any, duly signed and stamped on each page.

PART-B: PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Annexure – I)

The two envelopes containing Part-A and Part-B shall be enclosed in a larger envelope duly sealed and pasted and shall bear the tender no., due date and item prominently along with address of this office and sender's name and address.

Fax / Telex / e-mail offer shall not be considered.

Price Basis:
FOR, DESTINATION,

Delivery/Completion Schedule:

MATERIALS SHALL BE DELIVERED IN EQUAL 02 LOTS. THE 1ST LOT SHALL BE DELIVERED & INSTALLED WITHIN 04 TO 06 WEEKS FROM THE DATE OF ORDER. THE 2ND LOT SHALL BE SUPPLIED ACCORDINGLY ON RECEIPT OF INTIMATION FROM BCPL. QUANTITY VARIATION SHALL BE $\pm 20\%$.

Validity Period of Offer:

The period of **validity of the quotations** should **not be less than 120 days** from the opening date. Quotations with less validity is likely to be ignored.

VAT / CST No.:

Bidder must have valid sales tax registration no. and same should be indicated in the quotation.

Consignee Address:

Sr. Manager (C&P)
Address: Project Office,
Brahmaputra Cracker & Polymer Limited
Main Fire Station Building,
Lepetkata, P.O. Lepetkata
Dibrugarh-786006, Assam, India

Terms of payment:

100% PAYMENTS SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT & SUCCESSFUL INSTALLATION.

Price Reduction Schedule (PRS):

PRICE REDUCTION @0.5% OF THE VALUE OF UNDELIVERY QUANTITY (Lot Wise) PER WEEK SUBJECT TO A MAXIMUM (CEILING) OF 5% OF TOTAL ORDER VALUE WILL BE APPLICABLE. THE VALUE REFERRED IN PRS CLAUSE EXCLUDING TAXES AND DUTIES.

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Part-A

BID EVALUATION CRITERIA (BEC):

- a) The bidder should either OEM of PCs or Prime System Integrator duly authorized by the OEM to quote for this tender. Bidder needs to produce an authorization letter from PC manufacturer referring this tender number along with a declaration that entire responsibility shall be taken by OEM in case any failure of bidder during the warranty period.
- b) The bidder should have supplied, installed & commissioned PCs in India against a single order of a minimum value worth Rs. 15,61,530.00 in previous 5-7 years period from the due date of submission of bid. Bidder need to produce copy of such purchase order and completion certificate duly attested / notarized. by a Notary Public.
- c) Warranty should be minimum 03 years for PC & UPS (except battery for UPS) from the date of installation. However, for UPS battery warranty is valid for 01 year from the date of installation.
- d) OEM should have local service centre at Dibrugarh - Assam & certification of the same issued by OEM & furnished along with offer or bidder should depute their full time engineer at BCPL-Dibrugarh Office from the date of supply till expiry of the warranty of supplied items or nominate a designated agency having experience on dealing reputed PCs and peripherals at Dibrugarh as single point of contract.
- e) Entry Tax (present applicable rate is 4%) for outside bidders of Assam shall be applicable if the bidder does not have valid VAT – TIN Registration under Assam VAT Act 2003 and accordingly, the same shall be loaded during evaluation of bids. Alternatively, the bidders can give their consent to deduct the entry tax from their bills at source.

FIXED PRICE:

Prices quoted by the bidder shall be firm & fixed during the bidder's performance of the contract. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected.

LATE BIDS:

Any bid received by the OWNER after the bid due date and time prescribed in the Tender Document shall be rejected.

Telegraphic / Tele Fax / E-Mail offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

OPENING OF PRICE BIDS:

The price bids of the substantially responsive bidders will be opened later. The price bids of those bidders determined to be not substantially responsive will be rejected.

AWARD CRITERIA:

The OWNER will award the contract to the successful bidder whose bid has been determined to be the lowest evaluated, responsive bid, provided further that the bidder is determined to be qualified to satisfactorily perform the contract.

OWNER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:

The OWNER reserves the right at the time of award of contract to increase or decrease the quantity specified in the scope (in respect of each item of scope), without any change in unit price and other terms & conditions.

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Part-A

OWNER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

OWNER reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for the OWNER'S action..

Performance Bank Guarantee (PBG):

Within 15 days after the SELLER's receipt of notification of award of the CONTRACT, the SELLER shall furnish Performance Guarantee in the form of Bank Guarantee/irrevocable Letter of Credit to the PURCHASER, in the form provided in the Bidding Documents (refer Annexure – V), for an amount equivalent to 10% of the total value of the CONTRACT.

The proceeds of Performance Guarantee shall be appropriated by the PURCHASER as compensation for any loss resulting from the SELLER's failure to complete his obligations under the CONTRACT without prejudice to any of the rights or remedies the PURCHASER may be entitled to as per terms and conditions of CONTRACT. The proceeds of this Performance Guarantee shall also govern the successful performance of Goods and Services during the entire period of Contractual Warrantee/Guarantee.

The performance guarantee shall be denominated in the currency of the CONTRACT.

The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by PURCHASER not later than 6 months from the date of expiration of the Seller's entire obligations, including any warrantee obligations, under the CONTRACT.

JURISDICTION OF COURT:

The purchase order shall be governed by and constructed according to the laws in force in India. The Supplier hereby submits to the jurisdiction of the courts situated at Dibrugarh (Assam) for the purpose of disputes, actions and proceedings arising out of the contract, the courts at Dibrugarh (Assam) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

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Part-A

ARBITRATION:

All matters of difference what-so-ever which shall at any time arise between the parties hereto relating to execution of ORDER / CONTRACT or to the rights or liabilities or any claims thereof (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall be resolved as per Arbitration and Reconciliation Act, 1996 and the venue of such arbitration shall be Dibrugarh, Assam.

FORCE MAJEURE

Shall mean and be limited to the following:

- (a) War/Hostilities
- (b) Riot or Civil Commotion
- (c) Earthquake, flood, tempest, lightning or other natural physical disaster.
- (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the SELLER.

The SELLER shall advise OWNER by a registered letter duly certified by the local Chambers of Commerce or Statutory Authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force majeure, OWNER reserves the right to cancel the order and provisions governing termination shall apply.

For delays arising out of Force majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither OWNER nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist.

SELLER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the OWNER shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, stated elsewhere.

Rejection Criteria:

- I. Non acceptance of PRS clause.
- II. Deviation in payment terms.
- III. Non compliance of BEC.

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Part-A

General Conditions of Contract: GENERAL PURCHASE CONDITIONS

1. Consignee: Brahmaputra Cracker and Polymer Ltd. (BCPL), Dibrugarh
2. Your quotation should be submitted in a **sealed cover duly super-scribing the tender no. and due date** and should reach at BCPL – Dibrugarh Office before 15:00 hrs. on or before the due date of opening, failing which your offer will not be considered.
3. Earnest Money Deposit (EMD): 62,500/-.
4. Your rates should clearly specify whether ED, VAT, Central Sales Tax, Service Tax etc. is applicable and if so, the rate must be specified. If this information is not given, your rates will be taken as inclusive of all taxes. Implication of packing and forwarding charges, freight charges if any should be specified clearly.
5. Rate should be given accordingly to our description. No other alternative description and unit will be considered.
6. Quotation will be opened on the date mentioned overleaf at 16.00 hrs. Interested bidders may attend at the time of opening of bids.
7. The period of **validity of the quotations** should be mentioned and it should **not be less than 120 days** from the opening date. Quotations with less validity are likely to be ignored.
8. The required quantities are liable to change.
9. Price Reduction Schedule for Delayed Delivery: Price Reduction @ 0.5% of the total order value per week for delay in supply subject to a maximum (Ceiling) of 5% of total order value will be applicable.
10. Quotation received late by post or other means are liable to be rejected.
11. When stores are rejected by the consignee will intimate to the supplier with the details of such rejected stores as well as the reason for their rejections and that the stores will be lying at the consignee's premises at the risk and cost of the supplier. He will also call upon either to remove the stores or to give instructions as to their disposal within 14 days and in the case of dangerous / infested and perishable stores within 18 hrs failing which the consignee will either return the stores to the supplier on freight to pay or otherwise dispose of them at the suppliers risk and cost. The consignee will also intimate the concerned person of Finance Dept., quantity of the stores so rejected to enable him to recover the freight due, at the full public tariff rates from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @5% of the stores for each month or part of a month till the rejected stores are finally disposed off.
12. Quotation must be submitted in duplicate, single quotations are likely to be ignored.
13. Offer or modifications of offer after the opening date will not be considered and in normal case, no price negotiations will be held with tenderers.

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Part-A

14. Suppliers should indicate VAT / CST registration no. in the quotation.
15. It should be noted that if a contract is placed on a higher tenderer as a result of this tender in preference to the lowest acceptable offer, in consideration of an earlier delivery, the contractor will be liable to pay to BCPL the difference between the contract rate and the rate quoted by the lowest acceptable tenderer in case he fails to complete the supply in terms of such contract within the date of delivery specified in the tender and incorporated in the contract. This is without prejudice to other rights under terms of contract.
16. Payment terms: Payments will be made through cheque only.
17. Transit insurance shall be arranged by Seller. The material shall be suitably packed so that no transit damage occurs.

Enclosures: PART –A

ANNEXURE – I (Schedule of Rates), ANNEXURE – II (Detailed Specifications of Desktop PC), ANNEXURE – III (Detailed Specifications of UPS) Annexure – IV (Consent letter applicable for outside bidders of Assam) , Annexure – V (format of PBG) and Annexure – VI (format of BG for EMD)

PART-B , ANNEXURE-I (SOR)

**Yours truly,
For and on behalf of Brahmaputra Cracker and Polymer Ltd.**

**(M J Duarah)
Sr. Officer (C&P)**

Contd. PS

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Part-A

Annexure – I

Schedule of Rate (SOR):

Sl No.	Item Description	Unit Rate	No. of Units	Taxes and Duties	Total (Rs.)
1	Desktop: PC	Do not quote here	50	Do not quote here	Do not quote here
2	MS Office Standard 2010 Standard OLP	Do not quote here	50	Do not quote here	Do not quote here
	Media for MS Office 2010 Standard	Do not quote here	10	Do not quote here	Do not quote here
3	Antivirus: Quick Heal Total Security 11.0 Standard License Basic, 10 user license for 36 Months	Do not quote here	05	Do not quote here	Do not quote here
4	UPS: 650 VA	Do not quote here	50	Do not quote here	Do not quote here
	Total: (Inclusive of all taxes and duties)				Do not quote here
	Grand Total				Do not quote here

N.B:

1. Taxes & Duties if any, shall be indicated clearly in your quotation and total amount should be inclusive of all taxes, duties, freight charges etc. on FOT Site Basis.
2. Bidder must have valid VAT / CST registration no. and same should be indicated in the quotation.
3. Outside bidders of Assam must submit the CONSENT LETTER (Refer Annexure – IV) along with un- priced bid.

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Annexure – II

Technical Specification For Desktop PC

Feature	Tender Specification
Processor -	Intel Core i3-2100 Processor (3.10 Ghz / 3MB cache) or Higher
Chipset -	Intel H61 Express Chipset or Higher
Motherboard -	OEM mother board
Memory -	2GB or Higher DDR3 SDRAM @ 1333 MHz, expandable up to 8 GB expandable
Hard Disk Drive -	Minimum 500 GB SATA Hard Disk Drive 7200rpm or equivalent
Optical Drive -	16 X DVD RW SATA Drive (dual layer)
Ethernet -	Integrated 100/1000 Mbps controller
Slots -	Total 4, 1*PCI, 2*PCIe X1 &1 PCIe X16 or more
Ports -	Front IO: 2 USB 2.0 ports & MIC, Headset ports Rear: 4USB 2.0 ports, 1-Serial port, 1 Parallel port, 2 PS/2, 1 VGA and Audio ports
Form Factor -	Micro Tower
Monitor -	18.5" or higher wide screen LED backlit based TFT with minimum 1360 X 768 resolution
Keyboard -	OEM Multimedia Key board with 104 Keys
Mouse -	OEM Optical scroll mouse
Operating System -	Licensed and installed Windows 7 professional with latest Service Pack with OS CD, restore/recovery CD/doc CD,
Drivers for different Operating Systems	Drivers should be freely available on OEM's web site
Warranty -	03 years onsite warranty
Power Management -	Screen Blanking Hard Disk and System Ideal mode, set up password, charge protected SMPS
Sound -	Integrated Stereo Sound with internal Speaker.
Others -	Dust Covers & Mouse Pad

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Part-A

Annexure – III

TECHNICAL SPECIFICATIONS FOR 650 VA LINE-INTERACTIVE UPS

Parameter	Specifications for UPS
Type	Line-interactive
Capacity	650 VA / 520 Watts @0.8 power factor
Input Voltage Range	140 – 280 V AC
Input Frequency	50 Hz +/-10%
Output Voltage	220 V +/- 10%
Output Frequency	50 Hz +/- 0.5 Hz (under battery mode)
Output Points	Total 3 Nos, (2 with battery Backup , 1 with bypass)
Noise	< 40 db at 1 m
Protection	Low Battery, Overcharge
AVR	Built in Automatic Voltage Regulator (AVR)
Indicators	LED indicators for AC Mains, DC, Load on Mains/Battery
Battery Type & back-up time	Batteries shall be inbuilt Sealed Maintenance Free (SMF) type. The system must be capable of providing 25-30 minutes battery back-up time on PC load as per VAH rating below : (Minimum VAH for 30 minutes back-up = 168 VAH) Total number of batteries, Voltage of each battery, Ampere-Hour rating of each battery offered to be specified.
Ambient Conditions	Temperature: 0 to 40 deg Celsius Humidity: upto 95%
Warranty	Warranty for UPS should be of 3 years at Site. Battery Warranty should be of 1 Year.

Specification /features of MS Office & Anti virus
MS Office Standard 2010 Standard OLP
Media for MS Office Standard 2010 Standard
Quick Hill Total Security Anti virus.

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Part-A

Annexure – IV

CONSENT LETTER

(Applicable for outside bidders of Assam and to be submitted along with un-priced bid)

To,

Sr. Manager (C&P)
Brahmaputra Cracker & Polymer Limited
Main Fire Station Building,
Lepetkata, P.O. Lepetkata
Dibrugarh-786006, Assam, India

SUBJECT: Deduction for Entry Tax at source

Dear Sir,

We hereby confirm that, entry tax as applicable shall be deducted at source from our bills as we do not have valid VAT - TIN Registration under Assam VAT Act 2003. Accordingly, M/s. BCPL has to provide Road Permit at the time of dispatch of materials.

(Signature of the bidder)

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Annexure – V

**CONTRACT-CUM-EQUIPMENT PERFORMANCE BANK GUARANTEE
(PERFORMANCE SECURITY) - UNCONDITIONAL**

(TO BE STAMPED IN ACCORDANCE WITH STAMP ACT)

Ref.:

Bank Guarantee No.:

Date:

To

Brahmaputra Cracker & Polymer Limited
Dibrugarh, Assam.INDIA

Dear Sirs,

In consideration of the Brahmaputra Cracker & Polymer Limited (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s having principal office at _____ (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply by issue of OWNER / PURCHASER's Purchase Order No. _____ dated _____ and the same having been accepted by the Seller resulting into CONTRACT for supplies of materials/equipments as per above referred Purchase Order having a total value of Rs. for the complete supply of materials/equipments and the SELLERS having agreed to provide a Contract Performance and warranty guarantee for faithful performance of the aforementioned Contract and warranty quality _____ to Owner/Purchaser.

We (bank) _____ having Head Office at _____ (hereinafter referred to as the Bank, which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the OWNER/PURCHASER on demand any and all moneys payable by the Seller to the extent of 10%(ten percent) of the Contract Prices as aforesaid at any time upto _____ without a reference to the SELLER.

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Any such demand made by OWNER/PURCHASER on bank shall be inclusive and binding notwithstanding any difference between OWNER/PURCHASE and SELLER discharges this guarantee. OWNER/PURCHASER and SELLER or any dispute pending before any Court, Tribunals, arbitrators or any other Authority.

The bank undertakes not to revoke this guarantee during its currency without previous consent of OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the BANK under this guarantee from time to time to extend the time for performance by SELLER of the afore mentioned CONTRACT, OWNER/PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any power vested in them or of any right which they might have against SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between OWNER/PURCHASER and SELLER or any other course of or remedy or security available to OWNER/PURCHASER. The BANK shall not be released of its obligations under these presents by any exercise by OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of OWNER/PURCHASER or any other indulgence shown by OWNER/PURCHASER or by any other matter or thing whatsoever which under law would, but for this provision, have the effect or relieving the BANK. The BANK also agrees that OWNER/PURCHASER at its option shall be entitled to enforced this Guarantee against the Bank as a Principal debtor, in the first instance without proceeding against SELLER and notwithstanding any security or other guarantee that OWNER/PURCHASER may have in relation to the SELLER'S liabilities.

Notwithstanding anything contained herein above our liability under this Guarantees restricted to Rs. / US\$ / EURO_____ (Rs. / US DOLLAR / EURO _____) AND it shall remain in force upto and including _____ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this Guarantee has been given.

The Bank Guarantee's payment of an amount is payable on demand and in any case within 24 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest of 24% per annum shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantees shall be subject to the jurisdiction of Delhi Court

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Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the seller up to a total amount of (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the seller to be in default under the contract and without caveat or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 200__

We have power to issue this guarantee in your favour under memorandum and Article of Association and the undersigned has full powers to do so under the Power of Attorney/Resolution of the Board of Directors dated _____ accorded to him by the bank.

Dated The _____ day of _____ 200__

WITNESS:

(SIGNATURE)
NAME

(NAME)

(OFFICIAL SEAL)

Date:

(SIGNATURE)
NAME
BANK RUBBER STAMP

Designation with bank stamp
Plus Attorney as per Power
Of Attorney/Resolution Board of
Directors

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PART-A

Annexure-VI

**PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT
(To be stamped in accordance with the Stamp Act)**

Ref. _____

Bank Guarantee No _____

Date _____

Brahmaputra Cracker & Polymer Limited
Main Fire Station Building,
Lepetkata, P.O. Lepetkata
Dibrugarh-786006, Assam, India

Dear Sir (s),

In accordance with Letter inviting Tender under your reference No _____

M/s _____ having their Registered/Head Office
at _____ (hereinafter called the Bidder) wish to participate in the
said tender for _____

As an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of _____ is required to be
submitted by the Bidder as a condition precedent for participation in the said Tender which amount is liable to
be forfeited on the happening of any contingencies mentioned in the Tender Document.

We, the _____ Bank at _____

having our Head Office _____

(Local Address) guarantee and undertake to pay immediately on demand by Brahmaputra Cracker & Polymer
Limited., the amount _____ without any
reservation, protest, demur and recourse. Any such demand made by GAIL, shall be conclusive and binding on
us irrespective of any dispute or difference raised by the Bidder.

This guarantee shall be irrevocable and shall remain, valid up to _____ (This date should be
180 days (One hundred & eighty days) after the date finally set out for closing of tender). If any further
extension of this guarantee is required the same shall be extended to such required period on receiving
instructions from M/s _____ on whose behalf this
guarantee is issued.

In Witness whereof the Bank, through its authorized officer, has set its hand and stamp on this _____
_____ day of _____ 200 _____ at _____

WITNESS:

(SIGNATURE)

(SIGNATURE)

(NAME)

(NAME)

(OFFICIAL ADDRESS)

Designation with Bank Stamp

Attorney as per _____

Power of Attorney No _____

Date: _____

PART-B

Annexure – I

Schedule of Rate (SOR):

Sl No.	Item Description	Unit Rate	No. of Units	Taxes and Duties	Total (Rs.)
1	Desktop: PC		50		
2	MS Office Standard 2010 Standard OLP		50		
	Media for MS Office 2010 Standard		10		
3	Antivirus: Quick Heal Total Security 11.0 Standard License Basic, 10 user license for 36 Months		05		
4	UPS: 650 VA		50		
	Total: (Inclusive of all taxes and duties)				
	Grand Total				

N.B:

1. Taxes & Duties if any, shall be indicated clearly in your quotation and total amount should be inclusive of all taxes, duties, freight charges etc. on FOT Site Basis.
2. Bidder must have valid VAT / CST registration no. and same should be indicated in the quotation.
3. Outside bidders of Assam must submit the CONSENT LETTER (Refer Annexure – IV) along with un- priced bid.