



**JHARKHAND STATE COOPERATIVE MILK PRODUCERS'
FEDERATION LIMITED
REQUEST FOR QUOTATION**

RFQ: Date: 10-Jun-20

Due Date: 25 Jun 2020

TENDER INVITATION

Sub: Invitation for Tender/ Quotation for Supply:

Laptops for Office Use (Make: HP or Dell)

The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF), registered under Jharkhand Co-operative Societies Act, 1935 is engaged in milk procurement, processing and marketing activities of item milk and milk products in the state of Jharkhand and is popularly known for its brand 'Medha'. Under an MoU, **the Federation is being run & managed by the National Dairy Development Board (NDDB).**

The office is located at Ranchi and is inviting offers as per prescribed proforma.

1. You are invited to submit your most competitive quotation for the following item(s) :-

Sl. No.	Description of Materials	Technical Specification	Qty	Unit	Place of Delivery	Remarks
1.	Laptops	Enclosed as Annexure - III	04	Set	Medha Dairy Plant, Hotwar, Ranchi, Jharkhand	Rate to be quoted on F.O.R. basis in the enclosed Format – Annexure - II

2. Terms & Conditions:

- a. 'Sealed tenders/ offers may be submitted to the undersigned on or before 25 Jun 2020 by 17:00 hrs in a sealed cover super-scribing clearly with "Offers for Supply of Laptops"
Jharkhand State Cooperative Milk Producers' Federation Ltd. Medha Dairy Plant, Beside Birsa Munda Central Jail, Hotwar, Ranchi – 835217 (Jharkhand), India.
- b. The tenderer/ party interested, shall fill their complete profile in the attached Annexure – I.
- c. The Tenderer should quote for the job/ items in the prescribed format mention enclosed as Annex-II.
- d. The detailed Technical Specification are enclosed as Annexure – III.
- e. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.
- f. The Tenderer must quote for the items requested inclusive of all taxes and duties and other levies payable on the materials and components shall be included in the total price and it should be FOR destination.
- g. The rates quoted by the Tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- h. Normal commercial warranty/ guarantee of shall be applicable to the supplied goods.
- i. GST, Packing & Forwarding, Freight, Insurance and other incidental charges shall be shown separately.
- j. The Prices shall be quoted in Indian Rupees only.



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- k. The Tenderer/ bidder should put his initial on all pages of the tender document. The conditions mentioned in different parts of the tender documents are co-related and explanatory to each other. If any of the points are found contradictory, JMF decision will be final and binding.
- l. For ready reference, we are providing standard quotation format for quoting the price. Please quote your price in attached format given at Annex-II only.
- m. The payment terms would be 100% against receipt of materials and successful installation within 30 days against submission of bill.
- n. **Consignee/Delivery Address:** Medha Dairy Plant (A unit of Jharkhand Milk Federation), Beside Birsa Munda Central Jail, Hotwar, Ranchi, Jharkhand
- o. 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.
- p. All disputes or differences arises shall be subject to the exclusive jurisdiction of court within the limit of Ranchi.
- q. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction. Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.
- r. Vendor must have to supply original manufactured Laptop with the internal parts, in case any duplicate part found then vendor will be backlisted for future supply and necessary action may be taken.
- s. Vendor should provide paper license of MS Office mentioned in the specifications.
- t. Vendor should provide license key of Operating System mentioned in the specifications.

3. Validity of Quotation

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

4. 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.

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.

Managing Director
Jharkhand State Coop Milk
Producers' Federation Ltd



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INSTRUCTIONS TO BIDDERS

1. The Tender shall be duly filled and all pages of the tender should be signed by the Authorized Signatory of Bidder with company seal.
2. The bidder should strictly follow the specifications, make/brand for quoting/ offering the price.
3. Bid Currencies: -The rate/ price should be quoted in Indian Rupees only.
4. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates shall not be overwritten. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
5. All communication with respect to the tender shall be addressed to: PURCHASE SECTION', Medha Dairy Plant, (A Unit of Jharkhand State Co-Op. Milk Producers' Federation Ltd.), Near Birsa Munda Central Jail, Hotwar, Ranchi – 835217
6. The suppliers should be capable to supply the entire requirement.
7. Corrigendum if any will be published in JMF web site only.

Signature of the Bidder with stamp
Authorized Contact Person

Mobile No. _____



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ELIGIBILITY AND QUALIFICATION REQUIREMENTS:

1. The bidders must meet the following minimum qualifying criteria.
2. The Bidder must be in the business of this type for the last 3 years.
3. The bidder must be Manufacturer/Authorized Dealer /Distributor for supply of items requested in tender.
4. That, bidder in the same name & style, should be in business at least for three years at the time of bid opening. In case of change of name of the bidder by merger /acquisitions/change in status, the bidder may be eligible based on the documentary evidence.
5. Copy of the Income Tax Returns for three previous years for income tax purpose.
6. Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector.
7. Latest copy of GSTR-1



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ANNEXURE- I

No	Details			
1	Name of Vendor/ Tenderer			
2	Address Of Registered Office			
3	Address Of Factory/ Works			
4	Name Of Contact Person			
5	Contact Nos.			
6	Type Of Firm : Ltd Co/ Pvt. Ltd. / Partnership/ Proprietor			
7	Nature of Firm: Manufacturer/ Traders / Autho. Dist. / Dealer			
8	Year Of Establishment			
9	Name Of Product, you Deal	Please, Specify in separate sheet (As per below Format)		
		S. No	Item Description (Shortly)	Make/Brand
10	G.S.T. No & Reg. Date			
11	PAN No & Date			
12	Turn Over Of last 3 Year (Rs.)	1.	2.	3.
13	If You have maintained any quality standard (Pl. Specify)			
14	Name Of Clients (If required, Pl. Specify in separate sheet	1.	2.	3.
15	Min. Lead Time Required (Days)			
16	Bank Details	Name of Bank : Branch Address: Account No. : IFSC Code :		
17	Documents to Be Attached	1. Copy of Registration + PAN Copy + GST Regn. 2. ISO Certificates 3. Autho. Dealership 4. Fin. Statements 5. Product Brochures 6. Copy of PO's (Min.5)		
Recommendation:				
Seal & Sign. Of Vendor				



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**ANNEXURE- II
COMMERCIAL BID**

Qtn. Ref:

Date:/...../.....

Sl No.	Item Description	HSN Code	Offered Make	UoM	Qty	Ex Rate/ Unit (Rs.)	Total Amt. (Rs.)
1	Laptops (Make: HP, DELL)			Set	4		
2	MS Office STD 2019 SNGL OLP NL			Nos	4		
3	Quick Heal Total Security Antivirus (Single User), Validity: 3 Years			Nos	4		
						Discount: ___%	
						Subtotal 1:	
						P & F:	
						Shipping/Handling ___%:	
						Insurance ___%:	
						Subtotal 2:	
						GST: ___%	
						Total Landed Cost:	

*The total rate should include GST, P&F, Freight/transport, Insurance etc. delivered at Site.

I / We hereby declare that the information furnished above are true and correct.

We agree to supply the above goods /materials in accordance with the scope and technical specifications mentioned above.

"Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained for any reason. Non-submission or incomplete submission of documents may lead to rejection of offer."

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

Date:

Place:

Tenderer Signature & Seal

Name:

Designation



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ANNEXURE- III

Technical Specification

SPECIFICATION OF LAPTOP		
Sr. No.	Parameters	Specifications
1	Processor	Core i5 (10th Gen.) CPU
2	Screen Size	14" -15.6" FHD
3	Operating System	Windows 10 (Professional) Licensed version
4	RAM	8 GB DDR4
5	HDD	1 TB Internal
6	Graphic	Intel HD
7	Wireless Support	Integrated Wireless LAN, 802.11B/G/N Bluetooth
8	USB Port	Minimum 2 Nos
9	HDMI PORT	1 No.
10	Anti-Virus	Quick heal Total security Antivirus Single User of 3 Years validity
11	MS office	MS Office STD 2019 SNGL OLP (License Ver.) Part Code No.:021-10609
12	Carry bag	1 No.
13	Warranty	3 years onsite
14	CD/DVD Drive	DVD RW ODD
15	Make	HP or DELL