

REQUEST FOR QUOTATION

TO	Date of issue:	
	File no.:	PO/IGSSS/HDFC/NLP/32
	Contract title:	1. Construction Agency for Execution of Flood Rescue Shelter 9 Nos & Toilet 22 Nos in 13 Villages under Luit Khabolu Gram Panchayat, Telahi development Block, North Lakhimpur, Assam
	Closing date:	
	For further information, please contact the Contracting Authority:	2. Indo - Global Social Service Society, 28 th Lodhi Road, Institutional Area, New Delhi, 110003 Contact person: Noel Brown Tel: 9711387171 / 011-45705030 E-mail: noel@igsss.net 3. Indo - Global Social Service Society, CD Road, North Lakhimpur, Assam 787001 Contact person: Dharani paying Tel: 7002259405 E-mail: dharani@igsss.net

INDO - GLOBAL SOCIAL SERVICE SOCIETY, NORTH LAKHIMPUR, ASSAM, INDIA INVITES YOU TO SUBMIT A QUOTATION FOR THE FOLLOWING SERVICES WITH SAMPLE:

9 Rescue Shelter, 18 Normal Toilet & 4 Stilt Toilet-

Construction Agency for Execution of Flood Rescue Shelter 9 Nos & Toilet 22 Nos in 13 Villages under Luit Khabolu Gram Panchayat, Telahi development Block, North Lakhimpur Assam

INSTRUCTIONS

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

A.2. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract. Price shall be quoted in INR.

A.3. Validity & Closing date

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

A.4. Award of Contract and Criteria

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.5. Signature of contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within <3> days of receipt of the Contract already signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force.

If the successful supplier fails to sign and return the Contract and within <3> days after receipt of the Contract signed by the Contracting Authority, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.6. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

SPECIAL CONDITIONS

B.1. Scope of Supply

The subject of the contract is the supply and delivery of the supplies described in the Price.

- (a) The Contracting Authority is not obligated to place any minimum number of purchase orders with the Contractor, pursuant to this Contract
- (b) The Contracting Authority shall not be liable for any cost in the event that no purchase order is placed under this Contract; and
- (c) This Contract is non exclusive, and the Contracting Authority is entitled to procure the same or similar supplies from other Contractors, as it sees fit.

B.4. Commencement Date

The Contract shall commence after signature of this contract by both parties

B.5. Confirmation of Purchase Order

The Contract shall be implemented through purchase orders, which will be placed by the Contracting Authority according to the terms and conditions in the Contract.

The Contractor shall acknowledge receipt of a purchase order by signing and returning the Purchase order within <3> working days of its receipt.

(d) Delivery

(e) The supplies shall be delivered to the Indo - Global Social Service Society, North Lakhimpur, Assam, in accordance with this Contract and with the quantities and other instructions specified in the Purchase order. All risk of loss or damage to the supplies shall remain with the Contractor until physical delivery takes place in accordance with the Contract.

Delivery shall not exceed <7> days from the date of receipt of a purchase order by the Contractor, and the Contractor acknowledges that lead time for delivery is defined as the time from receipt of a purchase order and the manufacturing period until supplies are available for dispatch from the point of origin.

B.2. Payment

Payment will be made upon receipt of the following documents and within 30 days after dispatch of goods:

- (a) Invoice (one original + two copies)
- (b) Packing list (one original + two copies)
- (c) Certificate of Origin (one original)
- (d) Warranty Certificate (one original)

B.3. Origin and Nationality

The supplier shall be registered in and the supplies shall originate from India. The supplier shall submit a company registration certificate with his quotation. A Certificate of Origin for the supplies must be provided by the Contractor with the invoice.

After having read this **Request for Quotation** Ref. No: PO/IGSSS/HDFC/NLP/31 Dated: on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

The Contractor

Name of the company

Address

Telephone no.

E-mail:

Name of contact person

Date: