

Procurement Notice

Supply of Spare Parts for Computer/Printer on Annual Rate Contract (ARC) basis

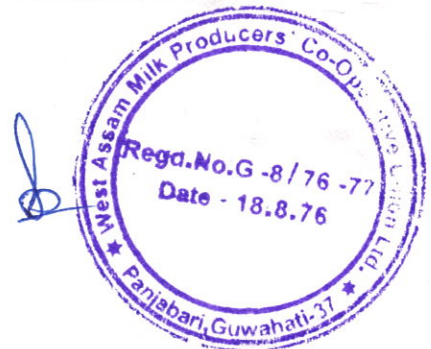
REQUEST FOR QUOTATION (RFQ)



Purabi

July-2026

FR-0701060102-00, Date: 20/11/2024





West Assam Milk Producers' Co-operative Union Ltd.

PURABI DAIRY

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ
Procurement Notice
(Two-Envelope Single stage bidding process)

Purchaser: West Assam Milk Producers' Cooperative Union Limited
Contract title: Supply of Spare Parts for Computer/Printer on Annual Rate Contract (ARC) basis
RFQ No: WAMUL/ICT/Spare/26-27/01
Date: 28th July-2026

The West Assam Milk Producers' Cooperative Union Limited WAMUL, (Purabi Dairy) invites Quotations in sealed envelope from eligible bidders for "Supply of Spare Parts for Computer/Printer on Annual Rate Contract (ARC) basis" at WAMUL Premises as per specifications and other terms and conditions as below:

Description of Goods	Tentative Quantity	Technical Specifications/Approved Makes/BOQ	Place of Delivery
Annual Rate Contract (ARC) for Supply of Spare Parts for Computer/Printer on staggered delivery basis as per requirement	At Annexure-I	At Annexure-I	F.O.R. at West Assam Milk Producers' Cooperative Union Limited (Purabi Dairy),

Time line for submission of the bid documents

Sl. No	Item	Start date & Time
1	Bid Publishing Date	28-07-2026
2	Bid Submission end date	12-08-2026, 12:00 hrs
3	Bid opening date(Technical)	12-08-2026, 12:30 hrs

FR-0701060102-00, Date: 20/11/2024



RFQ No: WAMUL/ICT/Spare/26-27/01

Date: 28th July-2026**1. Terms and Conditions:****1.1 Experience of the bidder for Supply & Installation of Furniture**

- A.** The bidder should be in the same business from past 3 years. The Bidder should be Manufacturers/Dealers. (Relevant documents required).
- B.** The bidder should have completed supply/work of same nature having average value of minimum Rs. 15 lakhs in last three financial year mentioned herein 2023-2024, 2024-2025, 2025-2026 (year should be consecutive). Relevant documents required: relevant PO copies/ supply completion certificate along with equivalent/invoice copy as per the format given below:

Sl. No.	Financial Year	Work Order/Purchase Order/Invoice References	Total Value of All the Orders (Rs.)	Remarks
1	2023-2024		Average order value should be minimum 15 laks	Copies of purchase order/work order/completion certificate along with tax invoice to be submitted
2	2024-2025			
3	2025-2026			

C. Financial Turnover**I.If the Bidder is a Manufacturer:**

The bidder's average Financial Turnover should not be less than Rs.100 lakhs in the last three financial years ending 31st March FY 2023-24, 2024-25, 2025-26 (year should be consecutive). Audited balance sheet or chartered accountant certified copy having valid UDIN number to be enclosed as per specified format.

II.If the Bidder is a Dealer (Authorized by Manufacturer):

The bidder's average Financial Turnover should be minimum of Rs.15 lakhs in the last three financial years ending 31st March FY 2023-24, 2024-25, 2025-26 (year should be consecutive). Audited balance sheet or chartered accountant certified copy having valid UDIN number to be enclosed as per specified format.

- D. GST Registration Certificate:** The bidder should have a valid GST Registration Certificate (Copy to be attached)

FR-0701060102-00, Date: 20/11/2024



1.2. Earnest Money Deposit (EMD): Rs. 30,000.00/- (Rupees Forty-Five Thousand) shall be submitted in the form Demand Draft (DD) in the name of "West Assam Milk Producers Cooperative Union Ltd" Payable at Guwahati. The EMD can be forfeited by the purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over.

1.3 Performance security: The successful bidder shall furnish to WAMUL a performance security @10% of the contract value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favour of "West Assam Milk Producers Cooperative Union Limited" Payable at Guwahati" within 30 days of award of contract. The PBG will be valid till the warranty obligation period. The Performance Security furnished by the successful bidder will be retained by the office up to the warranty obligation period and returned within 60 days of expiry of the contract. The PBG held by the office till it is returned to the successful bidder will not earn any interest.

Failure of the successful bidder to furnish Performance Security within the period stipulated shall constitute sufficient ground for annulment of award and the Office may make the award to the next lowest evaluated bidder. The Performance Bank Guarantee Format is enclosed.

1.4. Validity of the Quotation: Quotation must be valid for 120 days from the last date of submission of bids. 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.

1.5. Delivery/Completion Time: Material to be delivered in staggered delivery basis at West Assam Milk Producers' Cooperative Union Limited (Purabi Dairy), Panjabari, Guwahati-781037 within 15 days after receiving formal intimation from competent authority of WAMUL.

1.6. Price Bid

- a) The Prices shall be quoted in Indian Rupees only
- b) Freight: To be arranged by the supplier.
- c) Packing, Forwarding, GST, Freight, Insurance and other incidental charges will be part of the evaluation.
- d) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation
- e) The contract shall be for the full quantity as described above.

1.7. Terms of Payment: 100% payment to be made within 15 days from the date of supply of material at site and submission of bills to be certified by competent authority of WAMUL.

1.8. Warranty: As per manufacturer's warranty clause.

1.9. Liquidated Damages: If the bidder fails to deliver any or all the goods or perform the services within the time period(s) specified in the purchase order/contract, the WAMUL shall, without prejudice to its other remedies under the purchase order/contract, deduct from the purchase order/contract price, as liquidated damages, a sum equivalent to the following clauses which is applicable as per Order.

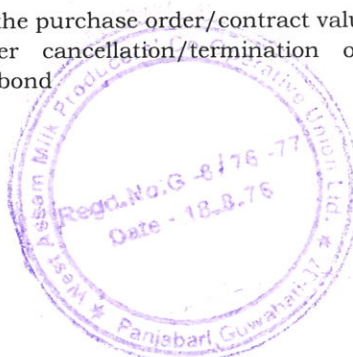
a) ~~0.5% of the full contract value for each completed week of delay~~

OR

b) 0.5% of the value of delayed items/services only, for each completed week of delay.

The total amount so deducted shall not exceed 10% of the purchase order/contract value. Once the maximum is reached, the WAMUL may consider cancellation/termination of purchase order/contract, and forfeiture of performance/ deposit bond

FR-0701060102-00, Date: 20/11/2024



1.10. Documents: The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.

i) The Technical Part of Quotation shall comprise the following

- a) Letter of Quotation – Technical Part
- b) Delivery schedule –within 60 days from the date of issue of purchase order.
- c) Technical specification
- d) Complete address and contact details of the Bidder having the following information:
Name of Firm
Address for communication
Telephone No(s): Office
Mobile No.
Electronic Mail Identification (E-mail ID)

Bidder shall submit: Self attested copy of PAN, Self-attested copy of GST, Self-attested copy of Trade License, Bank Account details on letterhead of the firm and the RFQ document.

ii. The Financial Part of Quotation shall comprise the following:

- (b) Price Schedule as per specified format (BOQ)

1.11. Opening and Evaluation of Technical Parts of Quotations:

The 'Technical Part' of the Quotations will be opened on the specified date and time. The Financial Part of the Quotations shall remain unopened until the subsequent technical opening.

a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation has been properly signed meets the eligibility criteria conforms to all terms, conditions, Technical specifications, warranty/guarantee etc.; and the bidder has accepted the delivery schedule

b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second Opening.

c) Purchaser shall notify to 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 Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.

Simultaneously Purchaser shall notify to those Bidders who's Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their quotation has been evaluated as substantially responsive to the RFQ document and that their financial part of bid will be opened online and date will be intimated.

1.12. Opening and Evaluation of Financial Parts of Quotations: The 'Financial Part' of the Quotations will be opened on the specified date and time.

The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price

FR-0701060102-00, Date: 20/11/2024



Schedules/BOQ are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.

- (a) The Quotations would be evaluated for complete set of items under this RFQ.
- (b) The evaluation shall be based on the total price of Goods including GST and any other taxes, freight Transit insurance which will be payable on the finished goods at the time of invoicing as FOR delivery.

1.13. Award of contract:

(a)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.

(b)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.

(c)The bidder 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 incorporate in the supply order.

1.14. Cancellation of Contract: WAMUL shall be free to cancel the order either in full or in part, in the case of non-delivery of material/non completion of installation within the stipulated delivery period.

1.15. Rejection: WAMUL reserves the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications/description given in the purchase order.

1.16. For any dispute/legal issues, the jurisdiction is at Guwahati Only

Sanjoya Kalita
Group Head-Purchase
WAMUL 28/07/2026



Letter of Quotation-Financial Part

The Bidder must prepare the Letter of 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.: [insert identification]

Our Reference: No.....

Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:

(a) Our Quotation shall be valid for the period of 120 days from the deadline fixed for the Quotation submission;

(b) 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];**

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]*



Letter Pad of CA Firm

Standard format

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the financial year 2023-24, 2024-25, 2025-26 and verification of documents, records and information provided to us by the Management of

....., having its registered office at.....

..... Confirm the following:

Sl No	Financial Year	Turnover (Rs.)
1	23-24	
2	24-25	
3	25-26	

Date:

Signature

Place

Seal/Stamp of CA Firm



Performance Security - Bank Guarantee
[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No..... *[insert guarantee reference number]*
 Date.....*[insert date of issue of the guarantee]*

To: _____ *[name of Purchaser]*
 _____ *[address of Purchaser]*

WHEREAS _____ *[name and address of Supplier]* (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ *[name of Contract and brief description of Goods and related Services]* (hereinafter called "the Contract");

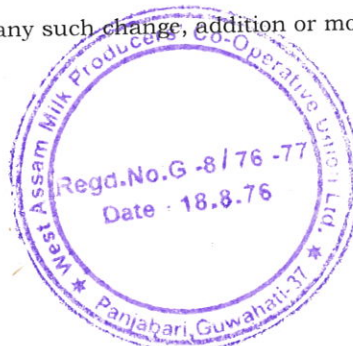
AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of _____ *[amount of guarantee]* _____ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.



This guarantee shall be valid until (i.e.) 60 days following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on./ or before that date.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



Annexure-1 (BOQ & Technical Specifications)												
Sl. No.	Item Name	Item Specification	UoM	Tentative Required Quantity for 1 Year	List Price/MPR Per Unit (Rs.)	Discount on List Price/MPR (%)	Unit Rate After Discount (Rs.)	Freight, Packing, Forwarding or Other Incidentals Per Unit (Rs.)	Unit Rate Incl. of Freight, Packing, Forwarding or Other Incidentals (Rs.)	GST %	Unit Rate, Incl. of GST (Rs.)	Total Amount, Incl. of GST & All on FOR Delivery Basis (Rs.)
1	Hard Disk 500 GB	SATA/16MB Cache Make: Western Digital, Seagate.	Nos	36								
2	SSD	500 GB SSD Make: Western Digital, Seagate.	Nos	64								
3	CPU processor i5 6th Gen	Desktop CPU Processor, Intel i5 6th Generation, 3.20 GHz. Motherboard type: H110 Motherboard.	Nos	62								
4	CPU processor i5 10th Gen	Desktop CPU Processor, Intel i5 10th Generation, 2.9 GHz. Motherboard type: LENOVO V530-15ICR	Nos	20								
5	Motherboard H110M for Lenovo, Acer Make PC.	CPU Support: Intel i5, 6th and 7th Gen Core Memory: 2 x DDR4 DIMM slots, up to 32GB, 2133 MHz, Minimum 1 inbuilt Slots for PCI. Brand: Zebtronics/ ASUS.	Nos	39								
6	Motherboard (Lenovo)	Make LENOVO V530-15ICR Part No: 5B20U53859 Motherboard/System Board Mfg Part: SBB0T15220. Model Number : SIHW00	Nos	28								
7	Motherboard (Acer)	Make Acer B560H6-M7 Part No: SW.01371.029 Motherboard/System Board Model No: B560H6-M7	Nos	20								
8	Motherboard (HP)	Make HP 280 G2 MT TOWER DESKTOP Part Number: 921436-001 Socket LGA 1151 for ProDesk	Nos	29								
9	Geonix LGA 1200 CPU FAN	CPU Processor FAN	Nos	43								
10	LENOVO CPU cooler backplate	CPU cooler backplate	Nos	25								
11	HP CPU Processor FAN	HP CPU Processor FAN	Nos	20								
12	HP CPU Backplate	HP CPU Backplate	Nos	20								
13	SMPS (Lenovo V530-15ICR)	100-240Vac.TFX 180W ES7 Part No: 00PC774 POWER SUPPLIES INTERNAL MFG Part SP50H29557	Nos	36								

West Asia Milk Producers' Co-operative Ltd.
Regd. No. G-8/78-79
Date: 18.8.78
Panjab, Gwahat, J

