

**The Haryana Pond and Waste Water Management Authority
(HPWWMA)
Bays No.39 & 40 (Basement), Block-B, Sector-4, Panchkula-134112
E-Mail: ms.haryanapondauthority@gmail.com
Website: www.hpwwma.org.in**

No. HPA/ADMN/0024/2020 21330

Dated 30.04.2021

SHORT NOTICE INVITING QUOTATION

Sealed Quotation are invited from the intending quotationer on item rate basis for **Supply of Laptop**, as per the format of Quotation (**Annexure-I**).

1. Interested firms/Agencies/Individuals may send their sealed Quotations quoting their rates at which they would be able to supply Zen-book Laptop to The Haryana Pond & Waste Water Management Authority (HPWWMA), at Panchkula as per the terms & conditions mentioned in the (**Annexure-II**).
2. The cover containing the quotation should be sealed and super-scribed "**Quotation for supply of Laptop**" and should be addressed to the, "**Member Secretary, Haryana Pond and Waste Water Management Authority**", Bays No. 39 & 40 (Basement), Block-B, sector-4, Panchkula and put in the Tender Box kept in the office of **EE, HPWWMA**. The quotation received after the last date and time as prescribed or received in any manner other than through Tender Box would not be opened and would be summarily rejected. The time schedule of receipt and opening of tenders is as under: -

Last Date and Time for receipt of tenders: 7.05.2021 up to 3.00 pm.

Date & Time of opening of tenders: 7.05.2021 at 3.30 pm.

3. The quotations will be opened in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening the quotations.
4. The HPWWMA reserves the right to reject any or all the quotation without assigning any reasons thereof.

The complete bidding documents i.e., description of Items and key dates can be viewed/downloaded from the website: <http://www.hpwwma.org.in>. Please note that the HPWWMA reserves the right to accept or reject the Bid process at any stage without assigning any reason whatsoever.

Member Secretary
HPWWMA, Panchkula
(M-9872573237)

FORMAT FOR SCHEDULE OF QUOTING RATES

(Brief Description of Work):

S/N	Name of item & its specification	Unit	Rate inclusive of all taxes (in ₹)		Amount
			In Fig.	In Word.	
1.	ASUS Laptop UX 482 EA Window 10 home,Asus,10the Gen intel core i7, Ram 16 GB, 1TB SSD, Display 14" PHD IPS	One			
Total					

Name:

Signature:

Date:.....

Firm's Seal:.....

General Terms & Conditions

1. The invitation is open to all the authorized firms/Agencies/Individuals.
2. Rates mentioned in the quotation, if accepted, shall remain the same during the currency of rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. Rates should be quoted in the prescribed Proforma as per Annexure-1. The rates should be inclusive of all taxes & nothing extra will be paid.
4. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the quotation documents after giving required notice. The decision of competent authority in this regard will be final and binding.
5. Duly constituted Tender opening committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.
6. The bidder should have an **office in Panchkula or Chandigarh** and should be a authorized service Centre/ provider of at least one, IT Agency (ex. Asus, Dell, HP, Lenovo etc.)
7. The items as mentioned in Proforma-I to be provide in the office of the member secretary, Haryana Pond and Waste Water Management Authority, Haryana, Bays no 39-40, (Basement) Sector-4, Panchkula.
8. The work is to be completed within 5 days from date of supply order, delivery charges etc. shall not paid extra.
9. The payment shall be made after completion of the work.
10. The bill shall be submitted in the triplicate with original copy of the challan received.
11. The Proforma for quoting rates may be downloaded from the website of HPWWMA and dully filed by the quotation.

