

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF FORESTS & WILDLIFE
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS
2ND FLOOR, A-BLOCK, VIKAS BHAWAN, I.P ESTATE, NEW DELHI-110002**

No. F. FAEWL-K/1/2023-Tree Cell-FOREST AND WILDLIFE DEPARTMENT/8/32-35 Dated: 15/2/24

SHORT TERM NOTICE INVITING QUOTATIONS

Notice inviting quotations (NIQ) is hereby issued for inviting quotations from the authorized firms/dealer/supplier for work/items mentioned below in the Department of Forests & Wildlife, Govt. of NCT of Delhi. The details of work are as under:-

Sr. No.	Description	Qty.	Specification	Total rate quoted by the vendor
1.	Hiring of 18 Nos. of laptops for a period of 03 months	18	11 th Generation Intel® Core™ i3 processor. Windows 11 Home. 39.6cm (15.6) Diagonal, FHD (1920 x 1080) Intel® UHD Graphics. 8GB DDR4-3200 MHz RAM (1x8GB), 512 SSD Hard Drive.	

(*rate should be in the format" Rate/cost of item/work + GST as applicable")

The quotation and documents should be sent in sealed cover in favor of the Department of Forests & Wildlife, Govt. of NCT of Delhi".

The quotation should reach in this office latest by 02:00 PM on or before dated 21/02/24. (Next working day in case of Govt. Holiday) and the same will be opened on the same day at 02:30 PM by the Purchase Committee. The rate should be quoted and GST should be indicated separately as per the prevailing GST Laws. Quotation received after stipulated date and time will not be accepted/entertained and summarily will be rejected, in case any dispute, the decision of the PCCF/HOD, A-Block, 2nd Floor, Vikas Bhawan, IP Estate, New Delhi-110002 should be final and binding.

TERMS & CONDITION OF THE NIQ

1. Submission of quotation shall amount to bidder's acceptance of the terms and conditions of the tender by the bidder.
2. Mode of payment would be subject to satisfactory completion of work/supply and its verification.
3. Bidder shall quote the rates against this NIQ on a 'single responsibility' basis ("Rate/Cost of item/work + GST as applicable") so that the quotation price covers contractor's all obligations and liabilities. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations.
4. The work order may be extended for 3 months or more on mutual consent on behalf of work satisfactory performance by the vendor/firms.
5. The bidder should be from NCR and should be registered with/Trade & Taxes Department, Govt. of NCT of Delhi and should quote their GST Registration No, allotted by.

6. The Dy. Conservator of Forests (HQ) reserves the right to accept and reject any or cancel any or all the tenders/quotations without assigning any reasons therefore.
7. The rates quoted by the firm/agency shall remain valid for the entire period of current Financial Year i.e up to 31.03.2024 for the subject work and the Department shall not be responsible for payment of any extra on account of escalation of costs during said period.
8. The Department shall not be responsible for payment of any compensation on account of any loss caused to the bidder/tender/quotation due to natural calamities or other supervening impossibilities.
9. The firm/agency abide by the provisions made under the labour laws/GST and other relevant Statutes as applicable in execution of the work and shall be responsible for making good/payment of compensation, if any, to any workman or material during execution of the contract.
10. In case of any dispute arising out of the execution of the term & condition of this short term quotation or part thereof, the decision of the DCF (HQ), Govt. of NCT of Delhi shall be final and binding on both the parties. In the event of the disputes still remaining unresolved, the appeal shall rest with the PCCF/HOD, Dept. of Forests & Wildlife, GNCTD of Delhi whose decision shall be final and binding on both the parties.
11. The Bidder/successful firm shall be liable to upkeep & maintenance of laptops during the currency of contract/work.
12. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Delhi.

— Asabest
15/02
(Jabestin A.)

Dy. Conservator of Forest (HQ)

No. F. FAEWL-K/1/2023-Tree Cell-Forest AND WILDLIFE DEPARTMENT/802-35 Dated: 15/2/24

Copy to:-

1. The DCF (HQ)-Chairman- Purchase Committee, Department of Forests & Wildlife, GNCTD.
2. The Store In-Charge, Department of Forests & Wildlife, GNCTD.
- ✓ 3. Programmer, Department of Forests & Wildlife, GNCTD with request to upload it on the Forests website in Public interest.
4. HQ-Notice Board for the notice of firms/agencies/workshops interested.

— Asabest
15/02
(Jabestin A.)

Dy. Conservator of Forest (HQ)