



SASVITHA HOME FINANCE PRIVATE LIMITED (SHFL)

REQUEST FOR QUOTATION (RFQ) - FORMAT DOCUMENT

CIN No. U65999TN2017PTC117189

Sathguru Complex, 1st floor, No 640, Anna Salai, Nandanam, Chennai - 600035.

Tel: 044-24344548 / 24313454 , Email: co@sasvithahome.com,

Web site: www.sasvithahome.com

REQUEST FOR QUOTATION (RFQ)

SASVITHA HOME FINANCE PRIVATE LIMITED GST : 33AAYCS8440H1ZT CIN : U65999TN2017PTC117189	DATE: 15/06/2021
	REF ID: SHFL/RSQ/01/2021

Dear Sir / Madam:

We, kindly request you to submit your quotation for the purchase of laptop as detailed in Table 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations must be submitted on or before 30/06/2021 via *email* to the address co@sasvithahome.com

Quotations that are received after the deadline indicated above for whatever reason, shall not be considered for evaluation.

Minimum Specifications Requirement

Table : 1

#	Items to be Supplied	Qty.	Description / Specifications of Goods
1	HP Laptops	25	Model - 3Y668PA HP 250 GB Intel Core i3 - 1115/ 8 GB Memory / 512GB SSD/ NO DVD / 15" LED Display / W10 Pro 1 Year Onsite Warranty with Bag. Add on additional 2 Years Warranty.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good(s)

Deadline for the Submission of Quotation	30/06/2021
Latest Expected Delivery Date (if delivery time exceeds this, quote may be rejected by SHFL)	Immediate and as and when need before 6 months from the date of issuance of PO

Awarded to :	One supplier
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Delivery Schedule	REQUIRED
Mode of Transport	LAND
GST	Prices quoted shall be exclusive of GST . Amount inclusive of GST shall be specified separately.
Documents to be submitted	<ul style="list-style-type: none"> • Duly Completed Form as provided in Annex 1, and in accordance with the list of requirements in Table 1 ; • Latest Business Registration Certificate; • GST certificate • Documents confirming that the bidder is an authorized distributor/ reseller of the offered goods; • Delivery schedule upon receiving PO
Period of Validity of Quotes starting the Submission Date	30 days; In exceptional circumstances, SHFL may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	Not permitted
Evaluation Criteria [check as many as applicable]	Technical responsiveness/Full compliance to requirements and lowest price
PAYMENT	SHFL preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment , SHFL shall require the vendor to submit a bank guarantee or bank cheque payable to SHFL, in the same amount as the advanced payment made by SHFL to the vendor.
Type of Contract to be Signed	Purchase Order

Special conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by 15 days.
Conditions for Release of Payment	Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<ul style="list-style-type: none"> • Specifications of the Goods (Table 1) • Form for Submission of Quotation (Annex 1) • General Terms and Conditions/Special Conditions (Annex 2) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)**	co@sasvithahome.com

Goods offered shall be reviewed based on compliance of the quotation with the minimum specifications described above and any other annexes providing details of the requirements. The supplier shall be responsible for transport and delivery of goods as required by SHFL.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, or any other market factors shall be accepted by SHFL after it has received the quotation. At the time of award of Contract or Purchase Order, SHFL reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (20%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of SHFL herein attached as Annex 2.

SHFL is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

SHFL implements a zero tolerance on fraud and other such practices, and is committed to identifying and addressing all such acts and practices against SHFL, as well as third parties involved in SHFL activities.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Authorised Person : Rajendran K
Designation: Executive Director

Sasvitha Home Finance Pvt Ltd

***This contact person and address is officially designated by SHFL. If inquiries are sent to other person/s or address/es, even if they are SHFLstaff, SHFL shall have no obligation to respond nor can SHFLconfirm that the query was received.*

Annex 1

FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

Date :

We, the undersigned, hereby accept in full the SHFL General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of SHFL as per RFQ

Reference No.

#	Description and specification of goods:	Qty	Unit Price (Rs)	Total Price (Rs)
i				
ii				
iii				
Final Total Price				
Price with GST				

This serves as a guide to the Supplier in preparing the quotation and price schedule. Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Table 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, please indicate counter proposal</i>
Delivery Lead Time			
Warranty			
Validity of Quotation			
All Provisions of the SHFL General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Rajendran K
Executive Director
Sasvitha Home Finance Pvt Ltd

Annex 2

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of the Purchase Order, as herein specified. Acceptance of the Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of the Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind SHFL unless agreed to in writing by a duly authorized official of SHFL.

2. PAYMENT

- 2.1 SHFL shall, on fulfillment of the Delivery Terms make payment as provided in the Purchase Order.
- 2.2 Unless authorized by SHFL, the Supplier shall submit one invoice in respect of the Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.3 The prices shown in the Purchase Order may not be increased except by express written agreement of SHFL.

3. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be exchanged for new goods, unless otherwise agreed upon by the Parties on the Purchase Order.

4. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under the Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by SHFL, and are free from defects. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

5. INSPECTION

- 5.1 SHFL shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase Order; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

6. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by SHFL of the goods sold under the Purchase Order does not infringe any patent, design, trade-name or trade-mark.

7. RIGHTS OF SHFL

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of the Purchase Order, SHFL may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 7.1 Procure all or part of the goods from other sources, in which event SHFL may hold the Supplier responsible for any excess cost occasioned thereby.
- 7.2 Refuse to accept delivery of all or part of the goods.
- 7.3 Cancel the Purchase Order without any liability for termination charges or any other liability of any kind of SHFL.

8. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in the Purchase Order, the Supplier shall (i) immediately consult with SHFL to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost if reasonably so requested by SHFL.

9. ASSIGNMENT

The Supplier shall not, except after obtaining the written consent of SHFL, assign, transfer, pledge or make other disposition of the Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under the Purchase Order.

10. SETTLEMENT OF DISPUTES

10.1 **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the such other procedure as may be agreed between the Parties.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no staff of SHFL will be offered by the Contractor / Supplier any direct or indirect benefit arising from this Contract or the award thereof. The Contractor/ Supplier agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Only the SHFL Authorized person possess the authority to agree on behalf of SHFL to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor/ Supplier. Accordingly, no modification or change in this Contract shall be valid and enforceable against SHFL unless provided by an amendment to this Agreement signed by the Contractor/ Supplier and jointly by the SHFL Authorized Person.
