



**IT DEVELOPMENT AGENCY  
(ITDA)**  
**Department of Information Technology**  
**Government of Uttarakhand**  
**IT Bhawan, IT-07, IT Park, Sahastradhara**  
**Road, Dehradun - 248001**

**DIRECTOR**  
**Telefax:0135-**  
**2608330**

**SHORT TERM NOTIFICATION**

**For invitation of quotations for the procurement of “BULK SMS SERVICES”**

The reputed and authorized firms are invited to submit their most competitive quotation (in format annexed) for the following scope.

**Scope of Work:**

ITDA is providing SMS services to various government departments therefore it requires approx. 60 Lakh SMS to cater the need of various departments. The details are given below

S.N.	Particulars	Quantity (in nos.)	Delivery Period	Destination
1	Requirement of SMS Services	60 Lakh	One Week	IT Bhawan, ITDA Dehradun

**Preparation of Quotations:** You are requested to quote for the services by completing, signing and returning:

1. the Quotation Submission Sheet;
2. the Quote sheet;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**Duration of the Assignment:**

Until the availability of the total SMS procured.

**Sealing and marking of Quotations:** Quotations should be sealed in a single envelope, clearly marked with the Reference above, the name of the Bidder and Implementing Agency.

**Submission of Quotations:** Quotations should be submitted to the address below, no later than the date and time of the deadline below.

**Date of deadline:** 7 days after the signing of the RFQ (*day, month and year*). Time of deadline: 17:00hrs (IST).

**Submission address:** IT DEVELOPMENT AGENCY (ITDA), Department of Information Technology, Government of Uttarakhand, IT Bhawan, IT-07, IT Park, Sahastradhara Road, Dehradun - 248001

### Quotation Submission Sheet

*[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]*

Quotation Addressed to	IT DEVELOPMENT AGENCY(ITDA), Department of Information Technology, Government of Uttarakhand, IT Bhawan, IT-07, IT Park, Sahastradhara Road, Dehradun - 248001
Date of Quotation:	
Subject of Procurement:	<b>QUOTATIONS FOR THE PROCUREMENT OF “<u>BULK SMS SERVICES</u>”</b>

### Quote

Item No	Description of Works	Unit rate	Total Price
	<u>Procurement of “BULK SMS SERVICES”</u>		
	<b>Other additional costs</b>		
	<b>Subtotal</b>		
	<b>GST @      %</b>		
	<b>Total</b>		

### Quotation Authorised By:

Signature :		Name:	
Position:		Date:	
Stamp: _____		<i>(DD/MM/YY)</i>	
Authorised for and on behalf of:			
Company :			
Address:			

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## TERMS & CONDITIONS

1. You are invited to submit your most competitive quotation for the procurement of BULK SMS SERVICES
2. The contract shall be for the full work as described above.
3. The rates quoted by the firm shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Price shall be quoted in Indian Rupees only.
5. Each firm shall submit only one quotation.
6. Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
7. ITDA will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - a. are properly signed; and
  - b. conform to the terms and conditions, and specifications.
8. ITDA will award the contract to the firm whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
9. Notwithstanding the above, ITDA reserves the right to accept or reject any quotations and to cancel this process and reject all quotations at any time prior to the award of contract.
10. The firm whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.
11. Payment shall be made after completion of work on the basis of submission of satisfactory certificate by the concerned department.
12. In case of any clarification, the firm can contact on the above-mentioned address during office hours (10.00 AM-05.00 PM) or email at [procurement-itda@ukgovernment.in](mailto:procurement-itda@ukgovernment.in)
13. Delivery Period: Within 7 working days after the receiving of the Work Order
14. Evaluation of Quotations  
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - (a) Are properly signed, and
  - (b) Conform to terms and conditions, and specifications.The Quotations would be evaluated for all the items together

**Finance Controller**

ITDA

**Copy:** ITDA Website @ <https://itda.uk.gov.in/tenders>

**Finance Controller**

ITDA