

INVITATION FOR QUOTATION

TEQIP-II/2014/WB2G02/Shopping/144

21-Feb-2014

To,

Sub: Invitation for Quotations for supply of Goods

Package Code: TEQIP-II/WB/WB2G02/157

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given at Annexure I,

Sr. No	Brief Description	Quantity	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	B & W Printer	1	20	Central Project section	Yes
2	Colour Laserjet Printer	1	20	Central Project Section	Yes
3	Printer Cum Fax	1	20	Central Project Section	Yes

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to **US\$ 300 Million** towards the cost of the **Technical Education Quality Improvement Programme [TEQIP]-Phase II** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Quotation,

3.1 The contract shall be for the full quantity as described above.

3.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.

3.3 All duties and other levies payable by the supplier under the contract shall be included in the total price.

3.4 **Applicable taxes shall be quoted separately for all items. Please note that the Excise exemption & Customs concession is applicable to Jadavpur University.**

3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

3.6 If you require any "waybill" for transportation of goods to Kolkata, you have to apply in advance separately with a copy of Invoice enclosing a copy of order; where Entry Tax will be paid by us for procuring way bill.

3.7 **The Prices should be quoted in Indian Rupees only.**

4. Each bidder shall submit only one quotation.

5. **Validity of quotation:** Quotation shall remain valid for a period not less than **45** days after the last date of quotation submission.

6. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

6.1 are properly signed ; and

6.2 Confirm to the terms and conditions, and specifications.

6.3 Tender Specific authorization from OEM or from the OEM authorized distributor should be submitted by the bidder.

7. The Quotations would be evaluated for all items together.

- Quotations will be compared on the basis of quoted price for goods at its final destination.
- Past performance & experience may be furnished to consider the credential of the bidder

8. Award of contract:

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.

- 8.1 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.
- 8.2 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 be incorporated in the purchase order.
9. Payment shall be made in Indian Rupees as follows:
- 100% of the total cost immediately after delivery, Satisfactory installation along with demonstration and testing of the goods and also acceptance by the department.**
10. All supplied items are under normal commercial warranty/ guarantee of not less than **12** months from the date of successful acceptance of items.
11. Rate of AMC may be furnished separately, which will be applicable at the end of the normal commercial warrant period.
12. You are requested to provide your offer latest by **15:30** hours on **04/03/2014**. Bids will be opened on the same day at 16:00 hours.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **Demonstration at the time of Installation**
15. Testing/Installation Clause (if any) **Satisfactory Installation & Testing is required**
16. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
17. Sealed quotation to be submitted/ delivered, **within 15:30 hours of 04/03/2014**, at the address mentioned below,
TEQIP CELL, 2nd Floor, Aurobindo Bhavan, Jadavpur University, 188, Raja S. C. Mallick Road, Kolkata- 700 032.
18. We look forward to receiving your quotation and thank you for your interest in this project.

Prof. Sanjib Acharyya
Nodal Officer, Procurement
TEQIP, Phase-II

Annexure I

Package Code: TEQIP-II/WB/WB2G02/157

Sr. No	Item Name	Specifications
1	B & W Printer	<p>Print speed black (A4) : At least 20 ppm Print quality black (best): At least 600 x 600 dpi Duty cycle (monthly, A4): At least 5000 pages minimum Print technology: Laser Paper handling input, standard: At least 150-sheet input tray, Paper handling output, standard: 100-sheet face-down bin minimum Media sizes supported: At least A4; A5; Legal Connectivity, standard: Hi-Speed USB 2.0 port Compatible operating systems: Microsoft® Windows® 7, Windows Vista®, Windows® XP, Windows® Server 2008, Windows® Server 2003; Mac OS X v 10.5, v 10.6, v 10.7; Linux</p>
2	Colour Laserjet Printer	<ul style="list-style-type: none"> • Print speed, black & Color (normal quality mode) at least 20 ppm, First page out (black & Color) 17.2 sec, Print resolution, black & color not less than 600 x 600 dpi, Monthly print volume not less than 750 to 2000 pages, • Paper tray(s), minimum 2, Paper handling standard, input, 50-sheet multipurpose tray, Minimum 250-sheet input tray, Paper handling standard, output minimum 150-sheet output bin, • Automatic Duplex printing (printing on both sides of paper), Media sizes, standard • Tray 1: letter, legal, executive, 8.5 x 13 in, 3 x 5 in, 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); • Tray 2, optional tray 3: letter, legal, executive, 8.5 x 13 in, 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); automatic duplexing: letter, legal, 8.5 x 13 in, Media sizes, custom, Tray 1: 3 x 5 to 8.5 x 14 in; tray 2, optional tray 3: 3.94 x 5.83 to 8.5 x 14 in, • Media types, Paper (bond, brochure, colored, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, • Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX, Connectivity, Compatible operating systems, Microsoft® Windows® 7 , Windows XP Home, Windows XP Professional, Windows XP Professional x64, Windows XP Media Center, Windows Server 2003, Windows 2000, Mac OS.

3	Printer Cum Fax	<p>Functions - Print, copy, scan, fax</p> <p>Black print speed - at least 15 ppm</p> <p>Print quality black (best): At least 600 x 600 dpi</p> <p>Duty cycle (monthly, A4): At least 5000 pages</p> <p>Print technology: Laser</p> <p>Display: Yes</p> <p>Memory: Minimum 40 MB</p> <p>Paper handling input, standard: At least 150-sheet input tray, At least 30 sheet automatic document feeder</p> <p>Paper handling output, standard: Minimum 100-sheet face-down bin</p> <p>Media sizes supported for FAX: At least A4; Legal; Etc.</p> <p>Connectivity, standard: Hi-Speed USB 2.0 port, 10/100Base-T Ethernet network port, RJ-11 Telephone port, Wireless 802.11b/g/n</p> <p>Compatible operating systems: Microsoft® Windows® 7, Windows Vista®, Windows® XP, Windows® Server 2008, Windows® Server 2003; Mac OS X v 10.5, v 10.6, v 10.7; Linux.</p>
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FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Package Code: TEQIP-II/WB/WB2G02/157

Date: _____

To: _____

Sl. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
Total Cost							

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No: _____