



Government Women Engineering College, Ajmer, Makhapura, Nasirabad
Road, Ajmer -305002

INVITATION LETTER

Package Code: TEQIP-III/2019/RJ/gwec/123

Current Date: 09-Aug-2019

Package Name: GWECA/Mechanical/MFP (Color Laser
Printer)

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR GWECA/Mechanical/MFP (Color Laser Printer)

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 | Item Name | Quantity | Place of Delivery | Installation Requirement (if any) |
|--------|--------------------------|----------|-------------------|-----------------------------------|
| 1 | Colour Laser MFP Printer | 2 | GWEC, Ajmer | Yes |

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme [TEQIP]-Phase III** 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, initialling, dating and re writing.
- 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3.4 Applicable taxes shall be quoted separately for all items.
- 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 The Prices should be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation and the bidder shall submit the **Technical Bid and Financial Bids in separate sealed covers**, clearly super-scribing “**Technical bid for MFP (Color Laser Printer)**” and “**Financial bid for providing MFP (Color Laser Printer)**”, respectively. ***These two sealed covers shall be put in another cover which should also be sealed, signed and duly super-scribed “Tender for providing MFP (Color Laser Printer) with Package Code”.***
5. Quotation shall remain valid for a period not less than **90**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.
7. The Quotations would be evaluated for all items together.
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:

| Payment Description | Expected Delivery Period (in Days) | Payment Percentage |
|--------------------------------------|------------------------------------|--------------------|
| Satisfactory Acceptance | 30 | 10 |
| Satisfactory Delivery & Installation | 30 | 90 |

10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min %:0.10
Liquidated Damages Max %:10
11. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others is .
12. You are requested to provide your offer latest by **14:00** hours on **23-Aug-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **Yes**
15. Testing/Installation Clause (if any) **Yes**
16. Performance Security shall be applicable: **0%**
17. **Original Information brochures/ Product catalogue**, if any must be accompanied with the quotation clearly indicating the model quoted for.
18. Sealed quotation to be submitted/ delivered at the address mentioned below, **Government Women Engineering College, Ajmer, Makhupura, Nasirabad Road, Ajmer -305002**
19. The bidder must submit the company details viz. **Firm Registration Certificate, GST Registration Certificate** and any other necessary documents duly certified by **Chartered Accountant / Notary Public** (Audited balance sheets including profit and loss accounts for the three financial years viz. 2015-16, 2016-17 & 2017-2018) along with their bid.
20. The quotation would be opened on **23-Aug-2019 at 15:00 hrs** at **TEQIP-III Office, Govt. Women Engineering College Ajmer, Rajasthan – 305002, India** in the presence of bidder representative who choose to attend the opening. The bidder representative who is present shall sign an Attendance Sheet evidencing their attendance.
21. **Only authorized dealer/ agency of Original Equipment Manufacturer (OEM)** or OEM should apply against this invitation for bid. In the case of the bidder, offering to supply goods under the bid, which the bidder does not manufacture or otherwise produce, the bidder has to provide Manufacturer's Authorization Certificate strictly as per format at **Annexure A**. Bids submitted without authorization certificate as per **Annexure A** will be summarily rejected.
22. Details of Service Centres and Service support facilities from where services would be provided during and after the warranty period must be enclosed with their bid.
23. Notwithstanding the above, the Institute reserves the right to accept or reject any

quotation(s) and to cancel the process and reject all quotation(s) at any time.

24. Dispute if any shall be subjected to the jurisdiction of Rajasthan in Ajmer/Jaipur.
25. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

Annexure I

| Sr. No | Item Name | Specifications |
|--------|--------------------------|---|
| 1 | Colour Laser MFP Printer | <p>Colour Laser MFP Printer having followings:</p> <ul style="list-style-type: none">• Functions: Print scan and copy• Type/technology: Laser• No. of Print cartridges: 4 (1 each black, cyan, magenta, yellow)• Ports: 1 USB 2.0 port; 1 Ethernet 10/100 Base-TX network port• Network: Standard in built Ethernet, built-in 10/100 Base-TX Ethernet; authentication via 802.11x• Network protocols, supported: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6• Output capacity: Up to 100 sheets (10 mm stack height)• Input Capacity : Up to 150 sheets (15 mm stack height)• Print speed black/Color (normal, A4) : Up to 16 ppm• Copy speed black/Color (normal, A4) : Up to 16 ppm• Duty cycle (monthly, A4) : upto 30000 paper• Recommended monthly page volume:1500 pages• Duplex printing: Automatic• Print quality color/Black: upto 1200*1200 DPI• Scan Resolution: upto 1200*1200 DPI• Scan file format: JPG, RAW (BMP), PNG, TIFF, PDF• Copy reduce / enlarge settings : 25 to 400%• Memory: 256 MB DDR, 128 MB Flash• Media types: Paper (bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock• Media sizes, custom: 76 x 127 to 216 x 356 mm• Driver : Latest supported operating systems (For windows) and print drivers (CD and Online updates available) |

MANUFACTURER AUTHORIZATION FORM

No. _____ dated _____

To

Dear Sir:

Package No. _____

We----- (Name of the OEM) who are established and reputed manufacturer of _____ (*name and description of goods offered*) having factories at _____ (*address of factory*) with *factory registration no.* ----- do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, and sign the contract with you for the goods manufactured by us against the above bid.

We hereby extend our full warranty as per your invitation letter, for the goods and services offered for supply by the above firm against this Invitation for Bid.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer or OEM and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

FORMAT FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

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. _____