

## INVITATION FOR QUOTATION

Ref. No. 001/WIT/TEQIP III/Procurement/ 2017/5

06-Jan-2018

To,

Sub: Invitation for Quotations for supply of Goods

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	Colour Multipurpose office Photocopy Machine	03	As earliest as possible(within 15 days after conformed purchase order)	WIT, Sudhowala, Dehradun	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, initialing, 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.
5. Quotation shall remain valid for a period not less than 55 days after the last date of quotation submission.
6. Evaluation of Quotations,

*Bidder*

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:

Delivery and Installation - 100% of total cost

10. All supplied items are under warranty of 12 months from the date of successful acceptance of items.

11. You are requested to provide your offer latest by 16:00 hours on 21-Jan-2018.

12. Detailed specifications of the items are at Annexure I.

13. Training Clause (if any) Yes

14. Testing/Installation Clause (if any) Yes

15. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

16. Sealed quotation to be submitted/ delivered at the address mentioned below,

Women's Institute of Technology,  
Post Office, Chandanwadi, Prem Nagar  
Sudhowala, Dehradun (Uttarakhand)  
Pin – 248007

17. We look forward to receiving your quotation and thank you for your interest in this project.

Annexure I		
Sr. No	Item Name	Specifications
1	Colour Multipurpose office Photocopy Machine	Paper Size A3/A4,25 CPM, composite cartridge, RAM 1024 MB and above, minimum 160 GB hard disk, DADF, tray Capacity Min 500 Papers with duplexing and networking facilities including stand and voltage stabilizer and power consumption not more than 800 watt.