



INVITATION LETTER

Package Code: TEQIP-III/2020/mntj/130

Current Date: 20-Mar-2020

Package Name: TEQIP-III/2020/MNITJ/Shopping/IL/125

Method: Shopping Goods

To,

.....
.....
.....

Sub: INVITATION LETTER FOR TEQIP-III/2020/MNITJ/Shopping/IL/125

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 | Printer | 105 | Central Store MNIT Jaipur | 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.
5. Quotation shall remain valid for a period not less than **55**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 Delivery & Installation | 30 | 10 |
| Satisfactory Acceptance | 30 | 90 |

10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min %: 0.03
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 **0**.
12. You are requested to provide your offer latest by **03:30** hours on **06-Apr-2020**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any)
15. Testing/Installation Clause (if any)
16. Performance Security shall be applicable: **10%**
17. 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, **Malviya National Institute of Technology, JawaharLal Nehru Marg, Malaviya Nagar, Jaipur, Coordinator TEQIP-III Prabha Bhawan, Malaviya National Institute of Technology, J. L. N. Marg, Jaipur 302017 (Rajasthan)**.
19. The penalty clause is as under:
- (a) Should the tender fail to deliver the goods within the period specified in the tender form, the recovery of the liquidated damage, and not by way of penalty, a sum equal to the percentage of the value of stores which the tenderer has failed to supply for period of delay will be made as stated below:
- | | |
|--|--|
| I. Delay up to one month | 1% |
| II. Delay exceeding one month up to two month | 2% |
| III. Delay exceeding two month up to three month | 5% |
| IV. Delay exceeding three month. | 5 % for each month and there Of subject to Maximum10% |
- In case the supplier is unable to supply the material within the specified period due to unavoidable circumstances/ justified reasons, he should apply to the Director of the Institute well in time before expiry of the specified date for extension of the time with the request to waive the liquidated damage charges which is at the discretion of the Director, MNIT, Jaipur.
- (b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the quotations, the Institute shall be free to cancel the order and make purchase from the next higher tenderer /from the open market as the case may be.
- In that case the loss sustained by the Institute shall be recovered from the defaulting supplier. The Institute will be at liberty to recover the loss from the permanent earnest money and /or any other pending. Claims of the supplier without prejudice to its general rights to effect recovery from the supplier.
20. 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 | Printer | <p>Technology: Laser , Duplex printing: Automatic (standard) Media sizes supported: A4</p> <p>Ports:1 Hi-Speed USB 2.0; 1 Ethernet Network ready: Standard (built-in Ethernet, WiFi 802.11b/g/n)</p> <p>Connectivity, standard: Wireless Direct Printing</p> <p>Print speed black: Up to 25 ppm</p> <p>Duty cycle (monthly, A4):Up to 30,000 pages</p> <p>Standard black original laser jet: toner cartridge</p> <p>Print speed duplex- upto 15</p> <p>Warranty: 03 Years</p> <ol style="list-style-type: none">1. Manufacture authorization letter2. Service Center list |

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 % | n 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. _____

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
TEQIP Phase-III

Date: 20.03.2020

The bidders submitting quotations for the supply of items under TEQIP Phase-II must ensure the furnishing of following terms/conditions as specified in the bid invitation:

1. Delivery terms
2. Payment terms
3. Training (wherever specified)
4. Testing /Installation/ commissioning of equipment
5. Quantity as specified
6. Place of delivery
7. Point wise technical specification as specified in the invitation letter
8. Brochure of the quoted model
9. List of the users of the quoted model with complete contact details
10. Successful bidders kindly Provide Performance security @ 10% of the equipment cost, valid for 1Year + 2 months
11. Penalty terms

Any other important point requested in the bid invitation letter