



Seemant Engineering Institute, Pithoragarh, NANHI PARI SEEMANT
ENGINEERING INSTITUTE PITHORAGARH (Erstwhile Seemant Institute of
Technology, Pithoragarh) GIC Campus, Link Road, Pithoragarh-262 502,
Uttarakhand

INVITATION LETTER

Package Code: TEQIP-III/2019/UK/seip/102

Current Date: 20-Jul-2019

Package Name: Office Items

Method: Shopping Goods

To,

The CONCERNED

.....
.....

Sub: INVITATION LETTER FOR Office Items

Dear Sir,

1. You are invited to submit your most competitive Bid 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	Office Item TEQIP	1	NPSEI Pithoragarh	Yes required

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 Bid is issued.
3. Bid
 - 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 Bid
5. Bid shall remain valid for a period not less than **120 days** after the last date of Bid submission.
6. Evaluation of Bid: The Purchaser will evaluate and compare the Bid 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 Bid would be evaluated for all items together.
8. Award of contract The Purchaser will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest Bid price.
- 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any Bid and to cancel the bidding process and reject all Bid 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 Bid 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	100

10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min % :N/A
Liquidated Damages Max % : N/A
11. All supplied items are under warranty of **12** months from the date of successful acceptance of items.
12. You are requested to provide your offer latest by **16:30** hours on **05-Aug-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Performance Security shall be applicable: **0%**
15. Information brochures/ Product catalogue, if any must be accompanied with the Bid clearly indicating the model quoted for.

16. Sealed quotation to be submitted/ delivered at the address mentioned below **through INDIAN SPEED/ REGISTERED POST ONLY** and mention **TEQIP-III/2019/UK/seip/102** on the top of the envelope:

To,

The Director/ TEQIP Coordinator
NANHI PARI SEEMANT ENGINEERING INSTITUTE
(Erstwhile Seemant Institute of Technology)
GIC Campus, Link Road,
Pithoragarh-262 502, Uttarakhand

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

(Authorized Signatory)

Name & Designation

Additional Terms & Condition:

1. The dealer/vendor should submit three purchase orders of items supplied to other Engineering colleges/organizations.
2. All dealer/vendor need to mention the make and model no for the item quoted.
3. The dealer/vendor has to provide at least one year warranty and free service/maintenance required at the college site.
4. At the time of technical evaluation of products, the dealer/vendor may be called for the demonstration if required.
5. FREE installations and FREE Demonstration at College.
6. The dealer/vendor should provide catalog/leaflet in support of the quoted product.
7. Dealers/vendors have to quote the full package and demonstrate all the experiments covered. Quotation will be evaluated for the whole package.
8. Statutory Documents like GST certificate, PAN Card, Manufacturing License etc to be provided.
9. Quotations will not be considered submitted through by hand in any case.
10. All quoted product/item must be of high quality and of reputed brand (especially among top three brand of their type).

Annexure I

Sr. No	Item Name	Specifications
1	Office Item TEQIP	<p>Portable Scanner Travel Friendly (ONE Quantity) Must be of high quality and reputed brand 600 DPI scanning Scan speed up to 13 sec per sheet Weighs 325g Flexible media support 1 year onsite warranty</p> <p>Portable Printer Travel Friendly (ONE Quantity) Print speed up to 14 ppm 1.44 Colour LCD Panel Wi-Fi and Wi-Fi Direct connectivity Built-in battery 1 year onsite warranty</p> <p>Laser Jet Printer cum Scanner Cum Photocopier (TWO Quantity) Laser Print , Copy, Scan, Fax & Wireless Black (A4, ready): As fast as 8.3 seconds Black (A4, sleep): As fast as 18 seconds (15 min) Duty cycle: Up to 10,000 pages RMPV 100 to 2,000 pages 1 year onsite warranty</p> <p>Spiral Binding automatic machine (ONE Quantity) Paper height 310mm Binding thickness 51mm Punching capacity min10 sheets 1 year onsite warranty</p> <p>Paper Shredders/ Destroyer machine (ONE Quantity) Feed width 300mm Shred size 2mm Shred capacity 8-10 sheets Waste volume 18 liters Speed 3mtrs/min. 1 year onsite warranty</p>

FORMAT FOR BID 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 Bid.

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. _____