

INVITATION FOR QUOTATION

TEQIP- III/BH/dced/233

25-July-2019

To,

WHOMSOEVER IT MAY CONCERN

Sub: Invitation for Quotations for supply of Goods

Dear Sir,

1. You are invited to submit your most competitive quotation **(in hard copy only)** for the following packages **(one quotation for one package)** with item wise detailed specifications given at Annexure I,

Sr. no.	Package Code	Package Name
1	TEQIP- III/BH/dced/233	MS Office

Note: Package wise detailed specification is attached (annexure –I) with this invitation letter and also made available on the institute website.

2. You must also submit the following information along with the bid.
 - i. Supplier Name:
 - ii. Address (with Pin Code):
 - iii. Contact person Name:
 - iv. Email ID:
 - v. Mobile No.
 - vi. GST No.
 - vii. PAN No.

3. 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.
4. Quotation,
 - 4.1 The contract shall be for the full quantity as described above.
 - 4.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
 - 4.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
 - 4.4 Applicable taxes shall be quoted separately for all items.
 - 4.5 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.
 - 4.6 The Prices should be quoted in Indian Rupees only.
5. Each bidder shall submit only one quotation **for one complete package**.
The bidder may submit separate quotation (as separate bid document) for each of the package advertised. The package wise detailed specification is available on the institute website <https://www.dce-darbhanga.org/teqip-iii/tenders/> and also attached as annexure - I.
6. Quotation shall remain valid for a period not less than **60** days after the last date of quotation submission.
7. Evaluation of Quotations,

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

 - 7.1 are properly signed ; and
 - 7.2 confirm to the terms and conditions, and specifications.
8. The Quotations would be evaluated for all items together.
9. 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.

9.1 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.

9.2 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.

10. Payment shall be made in Indian Rupees as follows:

Delivery and Installation - 90% of total cost

Satisfactory Acceptance - 10% of total cost

11. All supplied items are under warranty of **minimum 12** months from the date of successful acceptance of items.

12. You are requested to provide your offer latest by **16:00** hours on **08-Aug-2019**.

13. Training Clause (if any): **Yes, as per the requirements of individual item that will be notified in PO while awarding the contract.**

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 send through speed/registered post/courier at the following address:

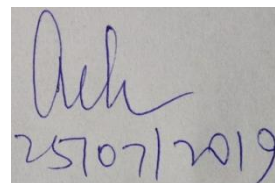
**Darbhangha College of Engineering, Darbhanga, Mabbi, Post - Lal Sahpur, VIA - PTC,
Darbhanga – 846005.**

The Tender ID, Package code and Package name must be written on top of the envelope of the bid document.

17. **The bidder must mention the details of prior requirement for the installation and commissioning of the items quoted. A separate sheet with item wise requirements in a tabular form may be submitted.**

18. **Payment will be made only after the successful completion of set milestones and the adequate fund allocation from NPIU under TEQIP-III project.**

19. Principal, Darbhanga College of Engineering, Darbhanga, reserves the rights to accept the lowest or any tender and also of rejecting all or any tender without assigning any reason for the same.
20. The entire dispute with regard to the contract of purchase of items/packages will be subject to legal jurisdiction of Darbhanga only.
21. The dealer must have Annual Turnover of Rs 1 (One) Crore or more for 3 consecutive years. Copy of Balance sheets and PL Statements must be submitted with the Bid.
22. The Bidder/ Authorised Dealer/ Manufacturer whosoever is submitting the tender must have at least 3 years of experience of successful execution of contracts of similar nature to central/ state govt. departments/organizations/technical institutions/TEQIP-III institutions. Relevant proofs (order copies) must be attached with the bid.
23. The bidder must have valid PAN/GST No., Copy of which must be attached.
24. The bidder must submit last 3 years ITR.
25. The bidder has to submit an affidavit that his firm has not been blacklisted by the State Govt./ Central Govt.
26. The bidder must give warranty of at least 12 months of the products/ items supplied.
27. The quotation submitted must contain mandatory information such as GSTN, HSN code, Bifurcation of CGST & SGST, Taxable value and invoice value, etc.
28. Preference will be given to:
 - The bidders possessing relevant certification by authorized body such as ISO etc.
 - The bids that have quoted the items certified for standard, quality and safety such as BIS, ISI etc.
 - The Bidders having dealer/Supplier base in Bihar to prove its capability to provide after sales services and when required.
29. The bidders must provide separate technical and financial bids.
30. We look forward to receiving your quotation and thank you for your interest in the project.



**Principal-cum-IPD
TEQIP-III, DCE Darbhanga**

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: _____

Annexure - I

DARBHANGA COLLEGE OF ENGINEERING

Package Name: MS Office

Package Code: TEQIP- III/BH/dced/233

Feature	Specification	Quantity
Edition	Standard Edition	200
Notes Editor	MS One Note	
Spreadsheet	MS Excel	
Presentation	MS Powerpoint	
Model Id	Office 2016 Home & Student	
Sales Package	Office	
Licenses	1	
Brand	Microsoft	
Architecture	64 Bit	
Word Processor	MS Word	