

## INVITATION LETTER

Package Code: TEQIP-III/2019/WB/fetj/72

Current Date: 18-Oct-2019

Package Name: Laptop

Method: Shopping Goods

To,

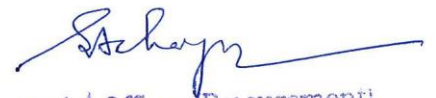
### Sub: Invitation for Quotations for Supply of Goods

Dear Sir,

- 1) You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications as given at Annexure - I,

Sr. No	Brief Description	Qty.	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	Laptop	4	45	Central Purchase	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.

  
Nodal Officer (Procurement)  
TEQIP Phase-III  
Jadavpur University  
Kolkata-700 032

### 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 total 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. If you require any "waybill" for transportation of goods to Kolkata, you have to apply in advance separately with a copy of Invoice enclosing a copy of order.
- 3.7. **The Prices should be quoted in Indian Rupees only.**

4) Each bidder shall submit only one quotation for most suitable one for the item mentioned only, without any optional item.

5) **Validity of quotation:** Quotation shall remain valid for a period not less than 45 days after the last date of quotation submission.

6) Evaluation of Quotations:


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

6.1. are properly signed ; and

6.2. Conforming to the terms and conditions, and specifications.

7) The Quotations would be evaluated for all items together.

- Quotations will be compared on the basis of quoted price (Total Cost including all taxes) for goods at its final destination.
- Past performance & experience may be furnished to consider the credential of the bidder
- University enjoyed concessional rates for customs GST etc which may be considered at the time of submitting the quotation.

  
Nodal Officer (Procurement)  
TEQIP Phase-III  
Jadavpur University  
Kolkata-700 032

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 for 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) **Delivery:**

9.1 Delivery period mentioned in the Purchase Order received by the vendor must be maintained. In case of failing the delivery within stipulated date the order maybe canceled if proper justification is not received from the vendor in time.

9.2 Liquidated Damages will be applied as per the below:

- a) Liquidated Damages Per Day Min % : Nil
- b) Liquidated Damages Max % : Nil

10) **Payment:**

10.1) Payment shall be made in Indian Rupees as follows:


100% of the total cost after delivery, satisfactory installation along with demonstration and testing of the goods and also acceptance by the department.

10.2) Payment will be done by online transfer to the bank account of the vendor by NPIU, New Delhi after formalities. Vendor must provide the following details for bank transfer. (a) Account holder Name, (b) Account No., (c) Bank Name, (d) Branch Name, (e) IFSC No., (f) PAN, (g) TAN, (h) GSTIN, (i) TIN, (j) Mobile number.

11) All supplied items are under normal commercial warranty/ guarantee of not less than 36 months from the date of successful acceptance of items, unless specified of warranty for longer duration in the specification.

12) Rate of AMC may be furnished separately, which will be applicable at the end of the normal commercial warrant period.

13) You are requested to submit your offer on or before **15:30 hours on 05<sup>th</sup> November, 2019. Bids will be opened on the same day at 16:00 hours.**

  
Nodal Officer (Procurement)  
TEQIP Phase-III  
Jadavpur University  
Kolkata-700 032

- 14) Detailed specifications of the items are at Annexure I.
- 15) Training Clause (if any) **Demonstration at the time of Installation are to be confirmed.**
- 16) Testing/Installation Clause (if any) **Satisfactory Installation & Testing is required.**
- 17) **Performance Security shall be applicable: Nil**
- 18) **Submission of video footage of the successful installation and testing along with Model No. & SL. No. is preferred.**
- 19) Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
- 20) Sealed quotation to be submitted/ delivered, **within 15:30 hours on 05<sup>th</sup> November**, at the address mentioned below,

**TEQIP CELL, 2<sup>nd</sup> Floor, Aurobindo Bhavan, Jadavpur University, 188, Raja S. C. Mallick Road, Kolkata- 700 032.**

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



**Prof. Sanjib Acharyya**

**Nodal Officer, Procurement**

**TEQIP, Phase-III, JU**

Nodal Officer (Procurement)

TEQIP Phase-III

Jadavpur University


Kolkata-700 032



## Annexure I

Package Code: TEQIP-III/2019/WB/fetj/72

Sr. No	Item Name	Specifications
1	Laptop	Core i5 8th gen 15.6-inch FHD Laptop; 1.6 GHz base processor speed; Memory and Storage: 8GB DDR4-2400 RAM, expandable to 16 GB, Storage: 1TB 5400 RPM HDD; Weight: 2.2kg or less; Average battery life minimum 7 Hours, Lithium battery; Intel UHD Graphics 620; Warranty: 3-3-3 years onsite; Ports and CD Drive: 1 HDMI 1.4b, 2 USB 3.1 Gen 1 (Data transfer only); 1 USB 2.0; 1 RJ-45; 1 headphone/microphone combo, DVD Writer;

  
Nodal Officer (Procurement)  
TEQIP Phase-III  
Jadavpur University  
Kolkata-700 032



# FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Package Code:TEQIP-III/2019/WB/fetj/72

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)	Applicable Taxes	
						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: \_\_\_\_\_