

No.F.1 (105)/TIT/TEQIP-II/2013/  
Government of Tripura  
Tripura Institute of Technology  
Narsingarh, Tripura (w)

**INVITATION FOR QUOTATION**

Package No: - TEQIP-II/2015/TR1G01/Shopping/108

Date: - 04-Feb-2015

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Invitation for Quotations for supply of Goods (Computer Printer)**

Dear Sir/Madam,

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

Sl. No	Brief Description	Quantity	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	Printer-I	12	50	TRIPURA INSTITUTE OF TECHNOLOGY , NARSINGARH , TRIPURA WEST, Pin-799009	INSTALLATION NOT REQUIRED , BUT ESSENTIAL TESTINGS ARE REQUIRED FOR ACCEPTANCE.
2	Printer-II	02	50		

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 II** 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,

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

  - 6.1 are properly signed ; and
  - 6.2 conform to the terms and conditions, and specifications.

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04/2/15  
Dr. SEKHAR DATTA  
Principal & Head of Teqipunit  
Tripura Institute of Technology  
Narsingarh, Tripura (W).

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 - 0% of total cost.**  
**Satisfactory Acceptance - 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 13:00 hours on 23-Feb-2015 & the Quotation will be opened on the same day at 13:30 hour, in the office of the undersigned. In exceptional circumstances bids may be opened in the next working day at the same time & venue which will be notified in advance, if required.
12. Detailed specifications of the items are at Annexure I.
13. Training Clause (if any): **Training is required.**
14. Testing/Installation Clause (if any): **Testing is required.**
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,  
**Tripura Institute of Technology, Narsingarh,**  
**PO – Agartala Aerodrome, Tripura (W), Pin – 799 009.**
17. The top of envelop should contain the appropriate package No.
18. The bidder is to submit the following documents properly.
  - (i) **PAN CARD** (Attested by Notary registered under Govt. of India)
  - (ii) **Tax/VAT** documents (Attested by Notary registered under Govt. of India)
  - (iii) **Dealership/Distributorship certificate** (Attested by Notary registered under Govt. of India)

Or


**Authorization certificate** in original in the letter head of the manufacturer issued by the authorized person in appropriate manner. The name , designation and address of the person issuing the certificate must be mentioned clearly.

  - (iv) **Attested copy of power of attorney (Registered/legal documents)** when the bid is signed by the person other than the owner. (Attested by Notary registered under Govt. of India)
19. All the papers including our quotation must be stamped & signed (**full signature in every pages**) by the bidder & returned to this office within due time.
20. We look forward to receiving your quotation and thank you for your interest in this project.

  
(Prof. Sekhar Datta)  
Principal & Head of TEQIP  
Tripura Institute of Technology  
Narsingarh, Tripura (w)

Annexure-I

Sr. No	Item Name	Specifications
1	Printer-I	Laser Printers: (Print, Scan and Copy) Specifications      PRINT: Printing Technology: Monochrome Laser, Print Speed (black): 18ppm (pages per minute) or Higher ,Print Quality (black): 600x600dpi or higher Print Resolution, Warm up Time (From Power On) 12 seconds or less, First Printout Time (FPOT) Approx. 8secs -10 secs (A4). Display: Dual digit Numeric display, Processor speed: 400MHz or higher. Duplex Print: Manual, Print Features: Watermark, Page Composer, Toner Saver , Paper Input: (Standard), Plain Paper : 150-sheet Cassette, Multipurpose Tray , Paper Types Plain, Heavy, Recycled, Transparency, Label, Envelope , COPY: Copy Speed (Black) (Normal): 18cpm (copies per minute) or Higher. Copy Resolution (text & graphics): 600x400dpi or Higher Copy Resolution. SCAN: Scanner Type: Flatbed. Scan file format: jpeg, tif, pdf, gif, bmp. Scan Resolution: 600 x 600dpi or Higher. Scan Size (maximum): 216 x 297mm. GENERAL SPECIFICATIONS: Standard Interface(s) (Wired) USB 2.0 Hi-Speed. Monthly Duty Cycle Up to 8,000 pages. Power: 230V, 50Hz. Power consumption (maximum): 375 watts (printing), 265 watts (copying). Operating Temperature: Zero degree to 35 degree centigrade, up to 80%RH. Standard accessories : power cord(s), output tray, introductory LaserJet Black print cartridge, CD(s) with software and documentation, Installation Guide, support flyer, Errata sheet, Ferrite with flyer, Discovery Sheet, Warranty card, USB cable.
2	Printer-II	Laser Printer's Multifunction (Print, Scan, Copy with Network and Fax) Specifications Print: Printing Technology: Monochrome Laser . Print Speed (black): 20ppm (pages per minute) or Higher. Print Quality (black): 600x600dpi or higher Print Resolution. Warm up Time (From Power On): 12 seconds or less. First Printout Time (FPOT): 8secs or less (A4). Display: LCD display. Processor speed: 400MHz or higher. Duplex Print: Manual. Print Features: Watermark, Page Composer, Toner Saver. Paper Input: (Standard). Plain Paper : minimum 150-sheet Cassette, Multipurpose Tray. Paper Types Plain, Heavy, Recycled, Transparency, Label, Envelope COPY: Copy Speed (Black) (Normal): 18cpm (copies per minute) or Higher. Copy Resolution (text & graphics): 600x600dpi or Higher Copy Resolution. SCAN: Scanner Type: Flatbed. Scan file format: jpeg, tif, pdf, gif, bmp. Scan Resolution: 600 x 600dpi or Higher. Scan Size (maximum): 216 x 297mm. GENERAL SPECIFICATIONS Standard Interface(s) (Wired) USB 2.0 Hi-Speed, Ethernet port for LAN connectivity, RJ-45 connector port. Monthly Duty Cycle: 8,000 pages (minimum). Power: 230V, 50Hz. Power consumption (maximum): 375 watts (printing), 265 watts (copying). Operating Temperature: Zero degree to 35 degree centigrade, up to 80%RH. Standard accessories : power cord(s), output tray, introductory LaserJet Black print cartridge, CD(s) with software and documentation, Installation Guide, support flyer, Errata sheet, Ferrite with flyer, Discovery Sheet, Warranty card, USB cable

  
(Prof. Sekhar Datta)  
Principal & Head of TEQIP  
Tripura Institute of Technology  
Narsingarh, Tripura (w)

**FORMAT FOR QUOTATION SUBMISSION**  
(In letterhead of the supplier with seal)

To: \_\_\_\_\_ Date: \_\_\_\_\_

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)
<b>Total Cost</b>							

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: \_\_\_\_\_

04/12/15  
**Dr. SEK HAR DATTA**  
Principal & Head of Technopunit  
Tripura Institute of Technology  
Marsingarh, Tripura (W).