

**University College of Engineering and Technology,**

**Karni Industrial Area, Pugal Road, Bikaner-334004**

**INVITATION LETTER**

**Package Code:**

**Date: 18/12/2019**

**Package Name: Printing Machine**

**Method: Shopping Goods**

To,

---

---

---

**Sub: INVITATION LETTER FOR Printing Machine**

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,

<b>Sr. No</b>	<b>Item Name</b>	<b>Qty.</b>	<b>Delivery Period(In days)</b>	<b>Place of Delivery</b>	<b>Installation Requirement (if any)</b>
1.	<b>Printing machine cum photocopier</b>	1	30	University College of Engineering & Technology, Karni Industrial Area, Pugal Road, Bikaner 334004	SITC at Department of Mechanical Engineering, UCET, Bikaner

**2. Quotation**

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 2.4 Applicable taxes shall be quoted separately for all items.
- 2.5 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.
- 2.6 The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. Quotation shall remain valid for a period not less than **55** days after the last date of quotation submission.

5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which

**5.1 are properly signed; and**

**5.2 Confirm to the terms and conditions, and specifications.**

6. The Quotations would be evaluated for all items together.

7. 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.

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

**Satisfactory Acceptance- 100% of total cost**

9. Liquidated Damages will be applied as per the below:
- Liquidated Damages Per Day Min %: 0.01
- Liquidated Damages Max %: 10
10. All supplied items are under warranty of **36** months from the date of successful acceptance of items and AMC/Others is **NA**.
11. You are requested to provide your offer latest by **12:00** hours on **03/01/2020**. Quotations received will be opened on the same day at 13.00 hours.
12. Detailed specifications of the items are at Annexure I.
13. Training Clause (if any) **Required**.
14. Testing/Installation Clause (if any) **SITC at Department of Mechanical Engineering, UCET Bikaner**
15. Performance Security shall be applicable: **5%**
16. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
17. Sealed quotation clearly indicating on top "**Printing Machine**" to be submitted/ delivered at the address mentioned below,
- Office of Director (TEQIP-III),**
- University College of Engineering & Technology,**
- Karni Industrial Area, Pugal Road, Bikaner-334004**
18. We look forward to receiving your quotation and thank you for your interest in this project.

Principal Investigator (**CRS ID: 1-5741848151**)

Dept. of Mechanical Engineering

UCET, Bikaner

### Annexure I

Sr. No	Item Name	Specifications
1	Printing machine cum photocopier	<ul style="list-style-type: none"><li>• Laserjet printer with photocopy and scan facility</li><li>• Scan File Format: JPEG, Multipage PDF</li><li>• Print Speed: up to 18ppm</li><li>• RAM Size: 256MB</li><li>• Connectivity: USB, Wi-Fi, Ethernet</li><li>• Automatic two-sided printing</li><li>• Maximum Print Resolution: 600x600 dpi</li><li>• Duty Cycle: up to 18000 pages per month</li><li>• Windows 10 compatible</li><li>• Bidder should provide next-day on site warranty</li></ul>

#### **Special Terms and conditions**

- The bidder should arrange for pre dispatch inspection of the machine before the final delivery if suggested by the department/institution.
- The bidder should provide undertaking regarding installation/commissioning, and after sales service of the instruments and demonstration to at least two persons of the Lab/Department of the institution.

**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)
<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: \_\_\_\_\_