

**INVITATION FOR QUOTATION**

Ed.CIL invites sealed quotation on behalf of National Project Implementation Unit (NPIU) from eligible bidders for Procurement of three laptops with three paper license of MS Office (Standard) 2013 as per follows:

<b>S.No</b>	<b>Description of Goods</b>	<b>Last date &amp; time for bid</b>	
		<b>Receipt</b>	<b>Opening</b>
1.	<b>Procurement of three laptops with three paper license of MS Office (Standard) 2013</b>	<b>30.03.16 1800 hrs</b>	<b>13.04.16 1600 hrs</b>

The invitation letter comprising the complete details / qualification criteria for the above work is available on Ed.CIL website at **<http://www.edcilindia.co.in>** for the purpose of downloading.

Sealed quotations will be received upto the date and time specified above. Quotations would be opened on the date and time specified above in the office of DGM (Civil), EdCIL at above mentioned address.

**DGM(Civil)**  
**Ed.CIL House 18 A, Sector 16 A, Noida - 201301 (U.P)**  
Tel. No. 0120-2512001 to 2512006 Fax No. 0120-2515372

**Nandeesh Babu MG  
DGM (Civil)**

**TEQIP-II/2015/NPIU/CShopping/ 2183**

**30/03/2016**

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### **INVITATION FOR QUOTATION**

**Sub: Procurement of three laptops with three paper license of MS Office (Standard) 2013 through PMSS.**

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>Brief Description</b>	<b>Quantity</b>	<b>Delivery Period (In days)</b>	<b>Place of Delivery</b>	<b>Installation Requirement (if any)</b>
1	Procurement of three laptops with three paper license of MS Office (Standard) 2013.	03	15	National Project Implementation Unit 4th Floor, EdCIL House 18A, Sector 16A, Noida – 20130.	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 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 Confirm to the terms and conditions, and specifications.
7. The agency should furnish a copy of PAN No., Service tax No, Tin No., Sales Tax No., PF No. as applicable.
8. The average turnover of the agency should be Rs. 2.33 Lakhs during the last three financial years (2012-2013, 2013-2014 & 2014-2015). In this regard, the bidder shall submit audited Balance sheets including profit and loss accounts for the last three financial years as above.  
Agency must have executed atleast :  
One single order of similar work having value of Rs. 1.86 Lakhs  
(OR)  
Two orders of similar work having value of Rs. 1.17 Lakhs  
(OR)  
Three orders of similar work having value of Rs. 0.93 Lakhs.  
{The above said orders should have been undertaken in the last three years}
9. Environment & Health Safety  
The agency while executing the assignment should considered all environmental & health safety precautions so as to abide as per the norms prescribed in the IS standard or any other statutory regulation.
10. The Quotations would be evaluated for all items together.

11. 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.

11.1 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.

11.2 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.

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

Delivery and Installation - 90% of total cost

Satisfactory Acceptance - 10% of total cost

13. All supplied items are under warranty of **36** months from the date of successful acceptance of items.

14. You are requested to provide your offer latest by **1530** hours on **13.04.2016**.

15. The quotation shall be opened on **13.04.2016 at 1600 hrs.**

16. Detailed specifications of the items are at **Annexure I.**

17. Training Clause (if any) **YES**

18. Testing/Installation Clause (if any), **the supplier has to installed the software.**

19. Information brochures/ Product catalogue clearly showing specification as per **Annexure-I**, Make and model name quoted for, must be accompanied along with the quotation.

20. Sealed quotation to be submitted/ delivered at the address mentioned below,  
DGM (Civil) Ed.CIL House, 18 A, Sector 16 A, Noida- 201301, Uttar Pradesh,  
India.

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

With regards,

Yours faithfully,

(Nandeesh Babu MG)

## ***Annexure I***

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>	
1	Procurement of three laptops with three paper license of MS Office (Standard) 2013.	1.	Windows
		2.	Processor
		3.	Hard Disk
		4.	Memory
		5.	DVD drive
		6.	Network interface
		7.	Wireless technologies
		8.	Power Supply
		9.	Battery
		10.	Battery Life
		11.	Ports
		12.	Expansion Slots
		13.	Energy Efficiency Compliance
		14.	Display
		15.	Keyboard
		16.	Video Controller
		17.	Weight
		18.	Webcam
		19.	Audio
		20.	Warranty
		21.	Security Software
		22.	Carrying cases
		23.	Microsoft Office

## FORMAT FOR QUOTATION SUBMISSION

(In letter head of the supplier with seal)

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

To:

DGM (Civil),  
EdCIL(India) Ltd.  
Ed.CIL House, 18 A, Sector 16 A,  
Noida- 201301, Uttar Pradesh, India.

S.No	Items	Qty	Unit Price (In Rs.)	Total Amount (Exclusive of taxes)(A)	Tax Rate (In %)	Total Tax Amount (In Rs.) (B)	Amount (Inclusive of taxes in Rs.) (A+B)
1.	Laptops with paper license of MS Office (Standard) 2013 as per the specifications attached at Annexure – I	03					
<b>Total</b>							
<b>Total Price Quotation (exclusive of taxes) ( In Words)</b> .....							
<b>Total Price of Quotation (Inclusive of taxes) (In Words)</b> .....							
Signature of bidder .....							
Name & Address .....							
Note	Date	.....					
i)	<i>Discount or any other offers affecting the package price must be mentioned here only. Discount or any other offers affecting the package price mentioned at any other place of the Quotation will not be considered.</i>						
ii)	<i>In case of discrepancy between unit price and total price, the unit price shall prevail.</i>						
iii)	<i>Quotation shall be evaluated based on total price without taxes.</i>						

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: \_\_\_\_\_

