



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR
Langol Campus, .Ph. (0385) 2445812 / email:- nitmn@nitmanipur.ac.in
An Autonomous Institute under MHRD, Govt. of India.

INVITATION LETTER

Package Code: TEQIP-III/nitm/IOC/07

Current Date: 06-11 -2019

Package Name: NITMN/Office Consumables

Method: Shopping_IOC

To,

Sub: INVITATION LETTER FOR: NITMN/Office Consumables

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**,
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.
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, initialling, 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 **30** days after the last date of quotation submission.



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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 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 Satisfactory Acceptance - 100% of total cost
10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min % : 0.01
Liquidated Damages Max % : 10
11. All supplied items are under warranty of months from the date of successful acceptance of items and AMC/Others is .
12. You are requested to provide your offer latest by **16:00** hours on **04-Dec-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any)
15. Testing/Installation Clause (if any)
16. Performance Security shall be applicable: %



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17. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
18. Sealed quotation to be submitted/ delivered at the address mentioned below, **National Institute of Technology, Manipur, Langol, Imphal West 795004**
19. We look forward to receiving your quotation and thank you for your interest in this project.


(Authorized Signatory)
Name & Designation



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Annexure-I

Sr. No.	Particulars	Quantity
1	Canon Toner 328	300 Nos.
2	JK Copier (A4 75GSM)	1000 Reams
3	White Board Marker	1000 Nos.
4	Cello tape (Transparent Large)	100 Nos.
5	Scissors	50 Nos.
6	Stapler Pin No. 24	100 Pkt.
7	Stapler Pin No. 10	100 Pkt.
8	Paper Flag (Sticky Note)	50 Pkt.
9	Canon CRG 337 Laser Toner Cartridge	20 Nos.
10	Cartridge TN118 Toner Cartridge for Konica Minolta Bizhub 185/195 / 206/215 / 226 Photocopier	4 Nos.
11	SanDisk Cruzer Blade 32GB USB Pen Drive	30 Pcs
12	File Cover	2000 Pcs
13	Attendance Register	1000 Pcs
14	File Folder	1000 Pcs
15	Hard Bind Notebook	500 Pcs
16	File Laces/File Tags 8 inch X 250 Pcs	2000 Pcs
17	Glue Stick 15 GMS	50 Box
18	Kangaroo Eyelet EP-20 Paper Punch	150 Pcs
19	Stock Register	50 Psc
20	Permanent Marker	500 Nos
21	Laser Sharp Highlighter Marker Pens Pack of 5	500 Nos
22	whitener correction pen	500 Nos



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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. _____