



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI
बंगरा, गुवाहाटी-781015, भारत
Bongora, Guwahati-781015, India

Phone: +91-361-2630015
email: snpoffice@iiitg.ac.in

Gautam Barua
Director

INVITATION LETTER

Package Code: TEQIP-III/2020/iiit/141/017
Package Name: IIITG/Laptop_Card_Printer

Current Date: 20-May-2020
Method: Shopping Goods

To,
All Interested Vendors

Sub: Invitation letter for Purchase of Laptop and PVC Card Printing Machine.

Dear Sir,

1. You are invited to submit your most competitive quotation for the following Laptops and PVC Card Printing Machine with item wise detailed specifications given at Annexure I,

Sr. No	Item Name	Quantity	Place of Delivery	Delivery Period	Installation Requirement (if any)
1	Laptop	3 Nos	IIIT Guwahati, Bongora, Guwahati 781015	30 Days	Yes
2	PVC Card Printing Machine	1 No			

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 90days 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.
 - 6.3 You are also requested to submit the following documents:-

- Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
 - Dealership/authorisation certificate from the OEM (Original Equipment Manufacturer).
 - Copy of PAN, GSTIN
 - Details of the after sales service facilities available at Guwahati, Assam responsible for maintaining the computers during the entire period of warranty.
- 6.4 In addition to above, bidders intending to offer bids in response to advertisement published in the official website of the Institute (i.e. www.iiitg.ac.in) should submit the following :-
- Details of the similar items ordered by Government/ Autonomous Institute(s) during last three years as per Annexure-II.
 - Copies of the Purchase order(s) of similar items from Government/ Autonomous Institute(s) during last three years.
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:
Satisfactory Delivery , Installation & Satisfactory Acceptance - 100% of total cost
10. All supplied items are under comprehensive onsite warranty of 36 months from the date of successful acceptance of items .
11. You are requested to provide your offer latest by 16:00 hours on 03-June-2020.
12. Detailed specifications of the items are at Annexure I.
13. Testing/Installation Clause (if any) :- yes
14. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
15. Sealed quotation to be submitted/ delivered at the address mentioned below,
**The Director ,Indian Institute of Information Technology Guwahati
Bongora, Guwahati, Pin-781015**
- Note:- The quotation must be enclosed in a sealed envelope superscribed with –“IQ no:- TEQIP-III/2020/iiit/141 , due date: 03.06.2020 and time 1600 Hrs”**
16. We look forward to receiving your quotation and thank you for your interest in this project.

Sd/-
(Authorized Signatory)
Name & Designation
Gautam Barua, Director

Annexure –I
TECHNICAL SPECIFICATION FOR LAPTOP: 3 NO'S

1	Form factor		Standard laptop
2	System Architecture		x64 based
3	Processor	Type	Intel Core i3 or better
		Speed	Not less than 2.1 GHz base frequency, up to 3.9 GHz or more.
		Generation	8th Generation or better.
4	Memory	Required Memory	8 GB DDR4 RAM or more.
		Type	SDRAM
		Speed	Transfer rates up to 2400 MT/s or more.
5	Storage	Hard drive Storage	Not less than 1 TB.
		Hard drive type	SATA
		Hard drive Speed	5400 rpm or better
		2 nd Hard drive(optional)	256 GB or more PCIe SSD.
6	Display and Graphics	Display Screen Size	Not less than 14" diagonal FHD.
		Display Type	IPS WLED-backlit or better.
		Display Resolution	1920 x 1080 or better.
		System Graphics	Intel UHD Graphics 620.
7	Operating system	Operating system	DOS or better OS
		Operating system dual support	Should support dual boot windows and any Linux OS
8	Cache Memory	Required Memory	Not less than 4 MB.
		Type	L3
9	Communication Ports	Ports	1 HDMI or more 1 headphone/microphone combo. 2 USB 3.1 port or more. 1 USB 3.1 Type-C or more.
		Network interface	Integrated 1000 GbE LAN
		Wireless	802.11b/g/n (1x1) Wi-Fi and Bluetooth with Miracast Compatible.
		Expansion slots	1 multi-format SD media card reader or more
10	Input Devices	Pointing device(mouse)	Touchpad with multi-touch gesture support
		Keyboard	Qwerty keyboard
11	Power and Operating Requirement	Power supply type	Not more than 65 W EM AC power adapter
		Battery type	Li-ion
		Energy Efficiency Compliance	ENERGY STAR certified.
12	Backpack		Should include Original Make Bag.
13	Warranty		03 years or more on-site comprehensive warranty.

TECHNICAL SPECIFICATION FOR PVC CARD PRINTING MACHINE: 1 NO'S

1	Print Method	Dye Sublimation / Resin thermal transfer
2	Resolution	300 dpi or better
3	Colours	Up to 16.7 million / 256 shades per pixel or better.
4	Print Ribbon Features	Full-colour with resin black and overlay panel, YMCKO-500 prints or more Full-colour with two resin black panels and overlay panel, YMCKOK- 500 prints or more. Full-colour with two resin black panels, YMCKK- 500 prints or more. Full-colour half-panel with resin black and overlay panel, YMCKO- 850 prints or more. Full-colour half-panel with two resin black panels and overlay panel, YMCKOK- 650 prints or more. Full-colour half-panel with two resin black panels and overlay panels, YMCKOKO-500 prints or more. Resin black, K- 3000 prints or more.
5	Print Speed	6 seconds per card (K) or less 16 seconds per card (YMCKO) or less. 24 seconds per card (YMCKOK) or less.
6	Accepted Card Types	PVC or polyester cards with polished PVC finish, monochrome resin required for 100% polyester cards, optical memory cards with PVC finish
7	Supported Card Size	Standard Card Type-I (85.6 mm L x 54 mm W); Standard Card Type-II (84.1 mm L x 52.4 mm W)
8	Card Thickness	0.229 mm - 1.016 mm for both Standard Card Type1 and Standard Card Type-II
9	Print Area	Standard Card Type-I edge-to-edge (85.3 mm L x 53.7 mm W); Standard Card Type-II (83.8 mm L x 51.8 mm W)
10	Input Hopper Card Capacity	Not less than 100 cards
11	Output Hopper Card Capacity	Up to 100 cards or more.
12	Card Cleaning	Card cleaning roller integrated into ribbon cartridge, cleaning roller should automatically replace with each ribbon change.
13	Memory	32 MB RAM or more.
14	Software Drivers	Windows 8.1,10 (32 bit & 64 bit) and Linux(Ubuntu,CentOS,Redhat)
15	Interface	1 USB 2.0 or more Standard Ethernet(1Gbps)
16	Operating Temperature	Should be between 18° to 27° C
17	Humidity	Should be between 20–80% non-condensing.
18	Safety Certifications	UL 60950-2, CSA C22.2 (60950-07), and CE; EMC: FCC Class A, CE (EN 55022 Class A, EN 55024), CCC, BSMI, KC.
19	Supply Voltage	Should be between 100-240Vac
20	Supply Frequency	Should be between 50-60Hz.
21	Environmental Features	Certified card printer ,refillable supply cartridges (ECO), and rewrite technology - no ribbon required
22	Display	Colour changing status buttons
23	Software	Supported software should be included with the machine.
24	Accessories	500 PVC Blank Cards. Full Ribbon Panel with Cleaning Kit.
25	Warranty	03 years or more on-site comprehensive warranty.

*Noted-Y: Yellow, M: Magenta, C: Cyan, K: Black Resin, O: Overlay

Annexure-II

Details of the similar equipment ordered by Government/ Autonomous Institute(s) during last three years

Sl No	Date of Order	Institute's Name	Name of Equipment ordered	Quantity	Order value in ₹	Whether successfully completed the Order (Yes/No)

Signature of Supplier

Name: _____

Address: _____

Contact No: _____

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To:

Sl. No.	Description of Printers (with full Specifications)	Qty.	Unit	Quoted Unit rate in ₹ (Including Ex-Factory price, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	GST and other taxes payable (₹)	
						In %	In figures (B)
1	Laptop	3					
2	PVC Card Printing Machine	1					
Total Cost							

Gross Total Cost (A+B): ₹ _____

We agree to supply the above Laptops and Printer in accordance with the technical specifications for a total contract price of ₹ _____ (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: _____