

INVITATION FOR QUOTATION

TEQIP-III/2019/iiit/Shopping/72/5277

22-Feb-2019

To,

All interested bidders

Sub: Invitation for Quotations for supply of Software.

Dear Sir,

1. You are invited to submit your most competitive quotation for the following Microsoft Software(s) with detailed specifications given at Annexure I,

Sr. No	Brief Description of Item(s)	Quantity	Delivery Period	Place of Delivery	Installation Requirement (if any)
1	Microsoft Imagine Premium 3 Years Subscription	01 No	15 Days	IIIT Guwahati Bongora Guwahati 781015	Yes
2	Microsoft Office 2016 standard academic license	150 Nos	15 Days		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 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, 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 software.
 - 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.

- 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.
 - **Authorisation/dealership /resellership certificate from the OEM (Original Equipment Manufacturer) .**
 - Copy of PAN, GSTIN.
7. The Quotations would be evaluated for all items (i.e. software) 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, Installation and Satisfactory Acceptance - 100% of total cost
10. You are requested to provide your offer latest by **16:00** hours on **07-Mar-2019** .
11. Detailed specifications of the equipment are at **Annexure I**.
12. Training Clause (if any) :**No**
13. Testing/Installation Clause (if any):**Yes**, Testing & Installation to be done by the bidder after delivery of the items i.e. software.
14. Information brochures/ Product catalogue, if any must be accompanied with the quotation.
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/2019/iit/Shopping/72 , due date: 07.03.2019 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, IIITG

Annexure I

Sr. No	Item Name	Specifications
01	Microsoft Imagine Premium 3 Years Subscription	Microsoft Imagine Premium 3 Years Subscription OEM : Microsoft Corporation
02	Microsoft Office 2016 standard academic license	Microsoft Office 2016 standard academic license OEM: Microsoft Corporation

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To:

Sl. No.	Description of Item(s) [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)	
Total Cost								

Gross Total Cost (A+B): ₹ _____

We agree to supply the above items(s) 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 equipment 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: _____