



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

Gautam Barua  
Director

Phone: +91-361-2630015  
Fax: +91-361-2630035  
email: snpoffice@iiitg.ac.in

**INVITATION LETTER**

**Package Code: TEQIP-III/2019/iiit/117/470**

**Current Date: 16-Aug-2019**

**Package Name: IIITG/Ceramic white Boards**

**Method: Shopping Goods**

To,

All interested vendors

\_\_\_\_\_  
\_\_\_\_\_

**Sub: INVITATION LETTER FOR PURCHASE OF WRITING BOARDS.**

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,

Sr. No	Item Name	Quantity	Place of Delivery	Delivery Period	Installation Requirement (if any)
1	White Writing Boards Type: Magentic Ceramic Colour:- White Size: 6ft x 4 ft	2	IIIT Guwahati, Bongora, Guwahati 781015	10 Days	Yes
2	White Writing Boards Type: Magentic Ceramic Colour:- White Size: 10ft x 4 ft	3			
3	Green Board Type:- Magnetic Ceramic Colour: Green Size; 8ft x 4 ft	2			

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 **90** 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 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 - 90% of total cost**  
**Satisfactory Acceptance - 10% of total cost**
10. All supplied items are under warranty of **12** months from the date of successful acceptance of items for any manufacturing defect.
11. You are requested to provide your offer latest by **16:00** hours on **30-Aug-2019**.
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/2019/iiit/Shopping/117 , due date: 30.08.2019 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**

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>
1	White Writing Boards	Type: Magentic Ceramic Colour:- White Size: 6ft x 4 ft
2	White Writing Boards	Type: Magentic Ceramic Colour:- White Size: 10ft x 4 ft
3	Green Board	Type:- Magnetic Ceramic Colour: Green Size; 8ft x 4 ft

### FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

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

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sl. No.	Description of Furniture (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	White Writing Boards Type: Magentic Ceramic Colour:- White Size: 6ft x 4 ft	2					
2	White Writing Boards Type: Magentic Ceramic Colour:- White Size: 10ft x 4 ft	3					
3	Green Board Type:- Magnetic Ceramic Colour: Green Size; 8ft x 4 ft	2					
<b>Total Cost</b>							

Gross Total Cost (A+B): ₹ \_\_\_\_\_

We agree to supply the above furniture 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: \_\_\_\_\_