



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

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Gautam Barua
Director

INVITATION LETTER

Package Code: TEQIP-III/2020/iiit/152/41
Package Name: IIITG/ **Renewal ACM Journal 2020**

Current Date: 11.12.2020
Method: Direct Contract Goods

To,

All interested vendors

Sub: Invitation letter for renewal of ACM Digital Library subscription.

Dear Sir,

1. You are invited to submit your most competitive quotation for renewal of the following with detailed specifications given at Annexure I ,

Sr. No	Item Name	Quantity	Place of Delivery	Delivery Period	Installation Requirement (if any)
1	Renewal of ACM Digital Library Subscription for the period 01.01.2021 to 31.12.2021	01	IIIT Guwahati, Bongora, Guwahati 781015	30 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, initiating, 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 as per the attached format.
 - 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:-

a. In case of OEM (Original Equipment Manufacturer) as the bidder: -

- Proof of Registration under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
- **Proprietary Certificate in the company's letter head.**

b. In case of dealers/distributors of the OEM as bidder(s):-

In addition to above documents (at 6.3.a) :-

- Dealership/authorization certificate from the OEM (Original Equipment Manufacturer).
- Details of the similar equipment ordered by Government/ Autonomous Institute(s) during last three years as per **Annexure-II**.

7. The Quotations would be evaluated for the full quantity.

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/Renewal - 100% of total cost

10. You are requested to provide your offer latest by **16:00** hours on **16-Dec-2020** .

11. Detailed specifications of the items are at Annexure I.

12. Training Clause (if any) : **No**

13. Testing/Installation Clause (if any) : **No**

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/152/ , due date: 16.12.2020 and time 1600 Hrs")

15. 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
1	Renewal of ACM Digital Library Subscription	Renewal of ACM Digital Library Subscription for the period 01.01.2021 to 31.12.2021

Annexure-II

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

SI 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 License/Suite/product (with full Specifications)	Qty.	Unit	Quoted Unit rate in ₹ (Including Ex-Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price in ₹ (A)	GST and other taxes payable	
						In %	In figures (B)
1	Renewal of ACM Digital Library Subscription for the period 01.01.2021 to 31.12.2021	1					
Total Cost							

Gross Total Cost (A+B): ₹. _____

We agree to supply the above License/Suite/ product 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: _____