

**E-5**

**PROCUREMENT OF GOODS  
UNDER  
SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$30,000 each)*



**INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES**

To

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

Dear Sir,

Sub.: INVITATION FOR QUOTATIONS FOR SUPPLY OF PRINTER

1. You are invited to submit your most competitive quotation for the following goods:-

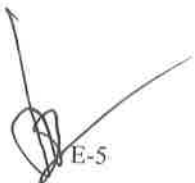
Brief Description of the Goods	Specifications *	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
Laser Multifunction Printer (Black & White)	Refer Annex – I	01 Nos	30-45 days	NCSCM, Chennai	Yes

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the 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. Documents Establishing Bidder's Eligibility and Qualifications:

3.1 The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted -

- (a) Bidder is manufacturer/agent authorized by the manufacturer/Authorized dealer;
- (b) The legal status, place of registration, place of business of the company, or firm or partnership;
- (c) In case of manufacturer:
  - (i) Details of Manufacturing unit;
  - (ii) Copy of Manufacturing license duly renewed up to date;
  - (iii) Copy of Capacity installation certificate;
- (d) In case of agent, Manufacturer's authorization to submit quotation on his behalf;
- (e) In case of authorized dealer, valid dealership certificate as on date of opening for the goods, for which quotation is being submitted;
- (f) Copy of Registration with Commercial Tax Authorities and TAN;

  
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- (g) PAN with self attested copy of PAN; Satisfactory performance report from at least 2 clients in India or developed countries stating that he has supplied, installed and commissioned satisfactorily at least 100 % of the quantity similar to the type specified in the "Schedule of Requirements" in any one of the past three financial years i.e. 2011 - 12 to 2013 - 14, which must be in satisfactory operation for at least 12 months on the date of opening of quotations.

**The bidders should furnish the above information along with prescribed format attached. (Attachment 1)**

**4. Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

5. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

**6. Validity of Quotation**

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**7. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed;
- (b) Conform to the terms and conditions, and specifications and
- (c) Has submitted all the documents asked for in 3 above

The Quotations would be evaluated for all the items together.

Sales tax in connection with sale of goods shall not be taken into account in evaluation.

**8. Documents Establishing Goods' Conformity to Bidding Documents**

- a The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature or drawings or any other documentary proof.



9. **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.

9.1 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.

9.2 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 supply order.

10. Payment shall be made immediately after delivery of the goods.



11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

12. You are requested to provide your offer latest by **11.00** hours on **20/09/2016**.

13. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

Name: 

Address: Director  
National Centre for Sustainable Coastal Management  
Ministry of Environment and Climate Change  
Tel. No.  University Campus  
Fax No. 



**FORMAT OF QUOTATION \***

Item No.	Description of the goods	Quantity	Unit	Quoted unit price for delivery up to destination	Unit Cost of Incidental Services (Rs)	Total Unit cost (Rs.) [Col(5+6)]		Amount (Rs.) [Col(3x7)]	Sales and other taxes payable
						In Figures	In words		
1	2	3	4	5	6	7	8	9	10
Item 1									

**Gross Total Cost: Rs. ....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures ) (Rs. .... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee of ..... months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.



**Signature of Supplier**

**Attachment 1**

**Format of Performance Statement for the last three years to be submitted by the Bidder**

IFQ No.....

Name of Bidder.....

Order placed by (Full address of Purchaser)	Order No. and date	Description and quantity of equipment ordered	Value of order (Rs.)	Date of completion of delivery As per contract/ Actual or revised	Quantity of supplies made as on date	Additional supplies to be made in the period of this contract	Remarks indicating reason for late delivery, if any	Has the equipment been satisfactorily functioning (Attach a certificate from the Purchaser)
1	2	3	4	5	6	7	8	9



## Multifunctional A3 B/W LaserJet Technical Specifications

Functions	Print, copy, scan
<b>Print</b>	
Print speed	Minimum 40 ppm
Print technology	Laser
Print resolution	Up to 1200 x 1200 dpi
Duplex print	Automatic (Standard)
<b>Scan</b>	
Scan type/technology	Flatbed, ADF; Technology: Charge Coupled Device (CCD)
Scan speed	Minimum 49ppm (B/W) ; Minimum 30ppm (colour)
Scan resolution	Minimum 600 x 600 dpi
Scan file format	PDF, JPEG, TIFF, MTIFF, XPS, PDF/A
Scan size maximum	A3 Size
Scan input modes	Copy, scan to e-mail, scan to network folder, scan to USB, save to device memory, fax, Open Extensibility Platform (EXP) applications
Scanner advanced features	Optimize text/picture; Image adjustments; Job build; Output quality setting; Selectable scan resolution 75 to 600 dpi; Auto detect color; Edge erase; Auto tone; Auto job notification; Blank page suppression;
<b>Copy</b>	
Copy speed	Minimum 40 ppm
Copy resolution	600 x 600 dpi
Copier reduce/enlarge	25 to 400%
<b>Connectivity</b>	
Standard connectivity	2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device; 1 Gigabit Ethernet 10/100/1000T network;
Memory	Minimum 1GB
Hard disk	Minimum 320 GB
Processor speed	Minimum 800 MHz
Duty cycle (monthly, A4)	Up to 200,000 pages
Recommended monthly page volume	Minimum 5000 to 20,000 pages
Media sizes support	A3,A4,A5,B4 (JIS),B5 (JIS),Legal
No of Trays	Minimum 3 No's
Media types	Paper (color, letterhead, light, plain, preprinted, prepunched, recycled, rough, tough paper), bond, cardstock, envelope, labels, transparency, vellum
Media weights	Upto 199 g/m2 or more
Control panel	LCD with touchscreen Control panel to administrate and handle printer operations
Operating systems	Compatible with all Windows, Mac, Linux Environment
Warranty	3 years Comprehensive



A handwritten signature in black ink, appearing to be "AB" with a long horizontal line extending to the right.

