

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 PRINTERS AND
SCANNER – REG**

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
	Refer annex I		30 days	NCSCM	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;

- (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 07/11/2014.
13. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

Name:



Director

Address: Centre for Sustainable Coastal Management
Ministry of Environment and Forests, Government of India
Koodal Building, Anna University Campus
Tel. No. Chennai - 600 025, India
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

TECHNICAL SPECIFICATIONS

NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT
Ministry of Environment and Forests (MoEF)
 Koodal Building, Anna University Campus
 Chennai – 600025

Specification for Printer and Scanner (Quantity required: 04 Nos.)

S. No	Detailed Description	
Flatbed Scanner - (Quantity - 01 No)		
1.	Scanner type	Flatbed
2.	Scanning speed	At least 14 sec
3.	Resolution (dpi)	2400 X 4800
4.	Warranty	One year
5.	Document Size	A4, Legal
Laserjet Printer (Black and White) Quantity - 01 No		
1	Speed	Minimum 14 PPM
2	Function	Print Only
3	Printer Type	Mono
4	Document Size	A4, Legal
5	Duplex	Manual
6	Warranty	One year
Laserjet Multi Function Printer (Black and White) - Quantity - 01 No		
1	Functions	Print, Copy, Scan, fax
2	Duty cycle (monthly, A4)	Up to 50,000 pages
3	Duplex printing	Automatic (standard)
4	Print speed black (normal, letter)	atleast 35 ppm

5	Print speed black (normal, A4)	atleast 33 ppm
6	Processor speed	800 MHz or higher
7	Scan resolution, hardware	Up to 1200 x 1200 dpi (color and mono, flatbed); Up to 300 dpi (color and mono, ADF)
8	Color scanning	Yes
9	Scan size (flatbed), maximum	A4
10	Scan input modes	Front control panel Scan, Copy or Fax buttons, From PC: Solution Center Lite (Windows Vista®, Windows® XP) or Device Stage (Windows® 7)
11	Paper trays, maximum	2 or higher
12	Display	Touchscreen CGD (Color Graphic Display)
13	Media weight, supported	Tray : 60 to 163 g/m ² or equivalent
14	Warranty	1 Year
15	Operating System should be Supported	Windows 8, Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit): 1 GHz (32-bit) (x86) or (64-bit) (x64) processor, 1 GB RAM (32-bit) or 2 GB RAM (64-bit), 400 MB free hard disk space, CD/DVD-ROM or Internet, USB or Network port; Windows XP (32-bit) (SP2): Pentium® 233 MHz processor, 512 MB RAM, 400 MB free hard disk space, CD/DVD-ROM or Internet, USB or Network port
16	Fax transmission speed	3 sec per page
17	Fax resolution	Up to 300 x 300 dpi (halftone enabled)

18	Network Supported	Standard (built-in Fast Ethernet) Optional: WIFI
Laserjet Color Printer (Quantity - 01 No)		
1	Functions	Print Only
2	Print colours	Yes
3	Duty cycle (monthly, A4)	Up to 40,000 pages
4	Duplex printing	Automatic (Standard)
5	Print speed black (normal, A4)	atleast 20 ppm
6	Print speed black (normal, letter)	atleast 20 ppm
7	Print speed color (normal, letter)	atleast 20 ppm
8	Processor speed	600 MHz or higher
9	Media weight, supported	Tray : 60 to 176 g/m ² or equivalent
10	Warranty	One-year limited warranty
11	Operating System should be Supported	Windows 8; Windows Vista; Windows 7 (SP1+); Windows Server 2003 (SP1+); Windows Server 2008; Windows Server 2008 R2 (64-bit); Windows Server 2012 (64-bit); Windows XP (SP2+); CD-ROM or DVD drive, or Internet connection; dedicated universal serial bus (USB 1.1 or 2.0 or 3.0) or network connection or Wireless connection; 200 MB available hard disk space
12	Network Supported	Standard (built-in Fast Ethernet) Optional: WIFI
13	Display	Touchscreen CGD (Color Graphic Display)

