



**INVITATION FOR QUOTATIONS FOR SUPPLY OF PRINTER
MAINTENANCE KIT**

No: KUIDFC/IT Sn/PCA/11/2013-14/Call-2

12-Mar-2019

To,
All Competitive Bidders

Dear Sir/s,

Sub: Invitation for Quotation for procurement of Printer maintenance kit- reg

1. Sealed competitive quotations are invited by the undersigned for the following equipment.

| Sl. No | Brief specification | Qty. | Place of delivery |
|--------|------------------------------------------------------------------------------------|------|-------------------------------|
| 1 | Printer Maintenance Kit with part number: 110V-B3M77A or 220V-B3M78A or equivalent | 1 | KUIDFC Head Office, Bangalore |

2. Quoted Price:

- The vendor shall quote for items in the "Format of quotation" attached
- All duties, taxes and other levies payable by the vendor (including Sales tax on the finished goods) shall be included in the price.
- The rates quoted shall be fixed for the duration of the contract and shall not be subject to any adjustment
- Rates for supply of partial quantity of an item is not acceptable.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting

3. Each vendor must submit only one quotation

4. Delivery period: The bidder should supply the item within 7 days or specify the delivery schedule in detail with valid reason in the format of quotation annexed.

5. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

6. Evaluation of quotations:

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- The evaluation will be done including the sales tax. If the vendor has not included the applicable taxes in his quotation, and has also not indicated the rate of taxes applicable, the quoted rate will treated as though it is inclusive of the applicable taxes and no extra payment for taxes will be made;

- b) The evaluation would be done for the total cost quoted by the vendor. The vendor who has quoted for partial would be treated as non-responsive. Purchaser will award the contract to the responsive vendor, whose total cost is the lowest.
- c) No communication for vendors with KUIDFC is allowed during evaluation unless it is required by KUIDFC.

7. Award of contract:

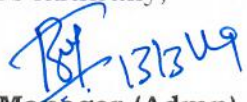
- a) The purchaser will award the contract to the vendor whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
- c) The purchaser prior to the expiration of the quotation validity period will notify the vendor whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the purchase order.
- d) Normal commercial maintenance shall be applicable to the services provided;
- e) Payment shall be made within 15 days after providing the services satisfactorily and their acceptance.
- f) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations super-scribed on the envelope as "**Invitation for Quotation for supply of Printer Maintenance kit**". The last date and time for receiving the quotations is 4.00 P.M on ~~15~~¹⁶/03/2019.

We look forward to receiving your quotations.

Yours faithfully,


General Manager (Admn)
KUIDFC, Bangalore.

FORMAT OF QUOTATION

| Sl. No | Description of Goods / Equipment | Qty | Unit rate (in figures & words) | Taxes if any | Total Amt. (in figures & words) | Delivery period |
|---------------|-----------------------------------------|------------|-------------------------------------------|---------------------|--------------------------------------------|------------------------|
| | | | | | | |

Gross Total Cost: Rs. _____ (in figures)

Rs. _____ (in words)

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (in figures) (Rupees _____ (in words) within the period specified in the invitation for quotations.
2. We also confirm that the normal commercial warranty / guarantee of _____ months shall apply to the offered goods.

(Bidder)

Name: _____

Signature: _____

Date: _____

Note: If there is a discrepancy between words and figures, the lowest of the two will prevail. If the supplier does not accept the correction of errors, its tender will be rejected.