

**TEQIP-III**  
**INVITATION FOR QUOTATIONS UNDER SHOPPING METHOD**

To  
The Vendor's/Firm's/Agency's

Dear Sirs,

**Sub : Invitation of Quotation for Formatting ,Printing & Delivery of Quarterly News Letter under TEQIP-III.**

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

<b>Brief Description of the Item</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>
Issue of Quarterly Newsletter-TEQIP-III	Designing & Printing of Quarterly Newsletter-TEQIP-III 1. 12 Pages, 300 Gram imported art card A4 size 2. Both Side Multi Color Printing 3. Both Side thermal gloss lamination 4. Plate Making 5. Die Making 6. Die Cutting 7. Centre Staple Binding 8. Finishing etc.	500 copies in each quarter	Within Seven days after issue of the Purchase Order.	NPIU Office,Copia Corporate Suites, Unit 301 302, 3 <sup>rd</sup> Floor, Plot -9, Jasola Vihar, New Delhi - 110025,India

2. **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 by the vendor under the contract shall be included in the total price.
- c) The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit one quotation only.

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

5. **Evaluation of Quotations**

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

- (a) are properly signed; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together.

6. **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.

7.1 **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.**

7.2 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.

8. Payment shall be made quarterly after delivery & satisfactory acceptance of item.

9. You are requested to provide your offer latest by **05<sup>th</sup> July 2019** by **15:00 hours** at NPIU Office, Copia Corporate Suites, Unit 301 302, 3<sup>rd</sup> Floor, Plot -9, Jasola Vihar, New Delhi -110025,India

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

Mr Onkar Khamgaonkar  
Consultant (Procurement)  
NPIU

**FORMAT OF QUOTATION \***

Sl. No.	Description Item	Specifications	Qty.	Quoted Unit Rate per copy in Rs.	Tax	Total Amount	
						In Figures	In Words

**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 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: \_\_\_\_\_

Contact No. \_\_\_\_\_