

INVITATION FOR QUOTATION

CEC/2019/Teleprompter/101

18-Feb-2019

To,

Sub: Invitation for Quotations for supply / testing and Commissioning of Speech Teleprompter.

Dear Sir,

- 1 You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given at Annexure I,

Sr. No	Brief Description	Quantity	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	PRESIDENTIAL TELEPROMPTER (PAIR) - SERIES	2 Pair	15	Cultural Education Centre, Aligarh Muslim University, Aligarh. 202002	Yes

Applicable taxes shall be quoted separately for all items.

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.

The Prices should be quoted in Indian Rupees only.

- 2 Each bidder shall submit only one quotation.
- 3 Quotation shall remain valid for a period not less than **30** days after the last date of quotation submission.
- 4 Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed ; and confirm to the terms and conditions, and specifications.



5. The Quotations would be evaluated for all items 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.
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.
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.
7. Payment shall be made in Indian Rupees as follows:
Delivery and Installation - 0% of total cost
Satisfactory Acceptance - 100% of total cost
8. All supplied items are under warranty of **12 months** from the date of successful acceptance of items.
9. You are requested to provide your offer latest by **12:00 hours on 02-March-2019**.
10. Training Clause (if any) **Yes**
11. Testing/Installation Clause (if any) **Yes**
12. Detailed specifications of the items are at Annexure I.
13. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
14. Sealed quotation to be submitted/ delivered at the address mentioned below,
Coordinator, Cultural education Centre, Aligarh Muslim University, Aligarh-202002, UP
15. The bidder should have registration as supplier with Aligarh Muslim University or must have DGS&D Registration/ registration with any Central Govt. organization.
16. We look forward to receiving your quotations and thank you for your interest in this project.
17. **Note:** Please indicate the quotation reference no. (given at the top of page 1 of this letter) on the quotation envelope.



(Authorized Signatory)
Prof. F. S. Sherani

**Coordinator CEC
COORDINATOR, CEC**

Annexure I

Sr. No	Item Name	Specifications
1	PRESIDENTIAL TELEPROMPTER (PAIR) - SERIES	<p>Product Highlights</p> <p>Beamsplitter</p> <ul style="list-style-type: none"> • 60/40 • Beamsplitter size 14" x 12", • Ultra clear, low iron glass eliminates color shift • Antireflection coatings <p>Monitor</p> <ul style="list-style-type: none"> • 15" / 17" / 19" / 24" diagonal • Built-in reversing • VGA, HDMI composite inputs for Regular 400 NIT • HD-SDI, VGA, HDMI inputs for High Bright 1000 NIT • LED backlit • AC adapter , battery operable <p>Dimensions / Weight</p> <ul style="list-style-type: none"> • Tool less design • Camera position adjustable • LCD position adjustable • Glass/Hood assembly • 17.5 x 15 inch base • 18 lbs <p>Upgradability</p> <ul style="list-style-type: none"> • iPad (iPad bracket needed) • Controllers: wireless, wired, foot <p>Software</p> <ul style="list-style-type: none"> • PC and Mac software included • Newsroom software available



FORMAT FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

Date: _____

To: _____

Sl. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
Total Cost							

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (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: _____