



**National Institute of Technology, Meghalaya**  
**Bijni Complex, Laitumkhrah, Shillong 793003**

**INVITATION LETTER**

**Ref No.: TEQIP III/2019/NITMGH/Shopping/170**

**Date: 18-Jun-2019**

**Package Code: TEQIP-III/2019/nimt/90**

**Current Date: 18-Jun-2019**

**Package Name: NITMGH/TEQIP III/TEQIP Office/003 (Laptop)**

**Method: Shopping Goods**

To,

**Sub: INVITATION LETTER FOR NITMGH/TEQIP III/TEQIP Office/003 (Laptop)**

Dear Sir,

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

<b>Sr. No</b>	<b>Item Name</b>	<b>Quantity</b>	<b>Place of Delivery</b>	<b>Installation Requirement (if any)</b>
1	Laptop	02	National Institute of Technology Meghalaya, Bijni Complex, Laitumkhrah, Shillong - 793003	Yes

1. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme [TEQIP]-Phase III** 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.

**2. Quotation**

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 2.4 Applicable taxes shall be quoted separately for all items.
- 2.5 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.
- 2.6 The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than **45** days after the last date of quotation submission.
5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
  - 5.1 are properly signed; and
  - 5.2 Confirm to the terms and conditions, and specifications.
6. The Quotations would be evaluated for all items together.
7. 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 in Indian Rupees as follows:  
  
**Satisfactory Delivery & Installation - 10% of total cost**  
**Satisfactory Acceptance - 90% of total cost**
9. Liquidated Damages will be applied as per the below:  
Liquidated Damages Per Day Min % :N/A  
Liquidated Damages Max % : N/A
10. All supplied items are under warranty of **24** months from the date of successful acceptance of items and AMC/Others is **As applicable**.
11. You are requested to provide your offer latest by **02:00** hours on **03-Jul-2019**.
12. Detailed specifications of the items are at Annexure I.
13. Training Clause (if any) **Yes**
14. Testing/Installation Clause (if any) **Yes**
15. Performance Security shall be applicable: **0%**
16. Information brochures/ Product catalogue, if any must be accompanied with the

quotation clearly indicating the model quoted for.

17. Sealed quotation to be submitted/ delivered at the address mentioned below, **National Institute of Technology, Meghalaya, Bijni Complex, Laitumkhrah, Shillong 793003**
18. For authenticity/genuineness of the quoted product, the firm should be a reputable, well established and suppliers of the goods or services as part of their normal business.
19. **Technical Presentation:** If necessary then the authority may ask the technically qualified bidders to give full presentation or live demonstration of the Quoted equipment at NIT Meghalaya before finalization of the tender as a support of their specification.
20. Dealership Certificate: The bidder/tenderer should be either a manufacturer or authorized dealer of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
21. We look forward to receiving your quotation and thank you for your interest in this project.



(Authorized Signatory)

Name & Designation

Coordinator  
TEQIP-III  
National Institute of Technology  
Meghalaya

#### Annexure I

Sr. No	Item Name	Specifications	
		Parameter	Required Description
1	Laptop	1. Display	Screen: 12.3" PixelSense™ Display Resolution: 2736 × 1824 (267 PPI) Aspect ratio: 3:2 Touch: 10 point multi-touch
		2. Camera Video and Audio	Windows Hello face authentication camera (front-facing) 720p HD camera (front-facing) Stereo microphones Omnisonic speakers with Dolby® Audio™ Premium
		3. Processors:	Intel Core i5 8 <sup>th</sup> generation 8250U ( 4 Core/8 T, 6 MB Smart Cache , 1.3 up to 3.40 GHz, 25W)
		4. Chipset:	Latest OEM chipset supporting an optimized for the above processor
		5. Memory	8GB LPDDR3 1866 MHz

	6. Hard Disk Drives	128 GB Flash Memory Solid State Drive
	7. Graphics	Intel® UHD Graphics 620
	8. Wireless	Wi-Fi: IEEE 802.11 a/b/g/n/ac compatible Bluetooth Wireless 4.1 technology
	9. Security	TPM 2.0 chip for enterprise security Enterprise-grade protection with Windows Hello face sign-in
	10. Connections	1 x full-size USB 3.0 3.5 mm headphone jack Mini Display Port 1 x Surface Connect port Compatible with Surface Dial off-screen interaction
	11. Sensors	Ambient light sensor
	12. Battery life	Up to 13.5 hours of local video playback <sup>1</sup>
	13. Operating system	Window 10
	14. Warranty	One year limited hardware warranty
	15. Accessories	Surface Pen , Type cover(Keyboard) and pen price
	16. Weight	Not more than 770 g without keyboard.

**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)
<b>Total Cost</b>							

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. \_\_\_\_\_