



GOVERNMENT OF KARNATAKA

**OFFICE OF THE DIRECTOR, DEPARTMENT OF PRE-UNIVERSITY EDUCATION, 18TH
CROSS, MALLESWARAM, BENGALURU - 560 012.**

No: PUE/CMP/QUT/RIB/2015-16

Dated: 25-08-2015

**INVITATION FOR QUOTATIONS FOR REFILLING OF RIBBONS, PURCHASE OF
NEW RIBBONS**

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

Sl No	Brief Description of Items	Specifications	Approx. Quantity
1.	Refilling of Lipi Make printer ribbons.	Model T-6100 Size: 25.4mm X 45m (High Density Ribbons)	300
2.	New Ribbons Lipi Make	Model T-6100 Size: 25.4mm X 45m (High Density Ribbons)	100
3.	Refilling of Dot Matrix Printer Ribbons (Wipro, Epson Printers or at least equivalent.)	MSP 55 Size: 12.7mm X 15m (High Density Ribbons)	100
4.	Refilling of Dot Matrix Printer Ribbons (Wep Printers or at least equivalent)	Compatible to Wep Printers (High Density Ribbons)	50

2. **Quoted Price:**

- The bidder may quote for one or more items in the format of quotation attached;
- All duties, taxes and other levies payable by the bidder (including Sales tax on the finished goods) shall be included in the item rate.
- The rates quoted for each item 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 are not acceptable.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- Cable or Facsimile bidders are not acceptable.

3. Each quotationist must submit only one quotation

4. **Validity of quotations:**

The quotation shall remain valid for a period of one year after the deadline fixed for submission of quotations.

5. 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 in the following manner:

- (a) The evaluation will be done including the Sales tax. If the quotationist has not included the Sales tax in his quotation for the item rate, and has also not indicated the rate of Sales tax applicable, the quoted rate will be treated as though it is inclusive of the Sales tax and no extra payment for Sales tax will be made;
- (b) The evaluation would be done for each item separately. The bidder who has quoted for partial quantity of an item would be treated as non-responsive. Purchaser will award the contract for the lowest responsive bidder for that item.

6. Award of contract:

- (a) The Purchaser will award the contract to the bidder 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 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 bidder 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 warranty/guarantee shall be applicable to the supplied goods;
- (e) Payment shall be made within 30 days after the delivery of the goods 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.

7. Submission of Quotations, Last date and time of receipt of quotations:

The Cover Containing Quotations should be addressed to The Joint Director (Exam), Room No. 105, First Floor, Department of Pre-University Education, 18th Cross, Malleswaram, Bengaluru - 560 012. You are requested to submit the sealed quotations superscribed on the envelope as "*Quotations for the supply of Ribbons*" latest by 04.00 pm 07-09-2015. The quotations will be opened on 07-09-2015 at 04.30pm.

8. General Terms and Conditions:

- a) On acceptance of the quotation, the successful bidder should make an agreement regarding terms and conditions, quantity of the approx. items to be supplied on a stamp paper worth of Rs. 100/-.
- b) No advance payment will be made before Supply of the items.
- c) Pan Card Copy Should is enclosed.



Director,

Pre-University Education.

Copy to,

1. Notice board of the Department,
2. The P.A's to Director, Joint Director (Exam) for information,
3. The Accounts Officer for information and requested to present at the time of opening the quotations,
4. The Firms who are interested,
5. Office Copy.

FORMAT OF QUOTATION

Sl. No	Description of goods/equipment	Brief specifications	Quantity	Rate per unit (inclusive of all taxes)	
				Figures	Words
1					
2					
3					
4					
5					
6					

1. We agree to supply the above goods in accordance with the technical specifications for the total price shown against the each item for which quotations have been submitted.
2. We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date: