

No. 1-19/2022-IIMS (PUR)/Misc.

Dated: October 28th, 2022

Request for Quotation

Subject: Call for e-quotation for Supply of 01 Nos. of ID Card printing machine for IIM Sirmaur, Paonta Sahib.

Dear Bidders,

We solicit your e-quotation for Supply of 01 Nos. of ID Card printing machine for IIM Sirmaur, Paonta Sahib as detailed in Annexure-II of this RFQ and also furnish the bidders information in the format at Annexure-I by 07.11.2022 (11:00AM)

- E-Quotations may be submitted on or before **11:00 AM November 07th, 2022** via e-mail to purchaseroffice@iimsirmaur.ac.in in a password protected PDF attachment along with Superscribing Subject Line: **Supply of 01 Nos. of ID Card printing machine for IIM Sirmaur, Paonta Sahib.**
- Password of the PDF file will be e-mailed by the bidder only after the due date 07/11/2022 & time at 04:00 PM. The quotation must be encrypted with password protected attachment.**
- Kindly ensure that the quotation is signed & stamped in the .pdf format (password protected), and free from any virus or corrupted files.**
- IIM Sirmaur reserves the right to reject any prospective application without assigning any reason and also to restrict the list of qualified bidders to any number deemed suitable by it, if too many quotes are received satisfying the laid down criterion.
- Minimum Required Specification for ID Card Printer is listed below;

Printer Specification	
Printing Resolution	300 dpi
Warranty on Printer and Printer head	3 Years OEM Warranty & Support (Onsite)
Card Thickness	10 to 40 Mil
Flash Memory	2 GB (Minimum)
Nos. of Card	600 Piece
Screen Interface	LCD Display (Colour)
Ribbon	600 Prints (600 Single side/ 300 Double Side)
ID Card Printer Software Package	Should be Included with Latest Patch and Software Dashboard
Printer Cleaning Kit	Should be Included

7. Other Terms and Conditions:

- Payment will be made after successful delivery of 01 Nos. of ID Card printing machine along with its other important components to IIM Sirmaur, Paonta Sahib and after training and submission of bills.
- The quoted amount shall be inclusive of all components and GST.
- Bidders need to provide Bank details alongwith bill to make a payment via PFMS/NEFT/RTGS.
- Items should be delivered within 15 days from the date of receipt of the Supply Order.
- Bidder must submit the quotation in the format given at Annexure I & II duly signed & stamped via e-mail in password protected attachment pdf otherwise they are liable to be rejected.**
- Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.**
- If the bidder will email the password before the last date & time, their quotation will not be considered for further process.**
- The bidder who quotes the lowest amount for the product (including all components and GST) shall be considered for further proceeding.
- Depending upon the cost, IIM Sirmaur may or may not procure the product.

Encl: As above


Dr. K Selvanathan
Senior Consultant (Admin.)

Copy:

- Director's Secretariat, IIM Sirmaur.
- IT Office, IIM Sirmaur for uploading the RFQ in the official website.
- Office copy

Annexure-I

BIDDER'S INFORMATION (On Company / firm's Letterhead)

Details of Bidder		
1.	Registered Name of the bidder	
2.	Registered Address of the bidder	
3.	Name & Designation of the Contact person	
4.	Contact Details : Mobile : Office Number: Email Id / FAX No:	
5.	Status of the Company (Public Ltd./ Pvt. Ltd.) (Attach Copy)	
6.	Whether a registered GST number, if yes please provide (Attach Copy)	
7.	Details of the Incorporation of the Company (Attach Copy)	Date:
		Valid Document: Incorporation Certificate
8.	Permanent Account No. (PAN) (Attach Copy)	

Place:

Date:

Signature of bidder
With the seal of their company

Annexure-II

Financial Quotation			
Sr. No.	Name of the item	Qty	Total Amount in Rupees
1.	01 Nos. of ID Card printing machine. {Inclusive of 3 years OEM warranty & Support (Onsite) on Printer and Printer Head, Flash Memory Minimum 2 GB, LCD Colour Display}	01	
2.	Full Panel Ribbon 300 images	02 pc.	
3.	PVC ID card (Card Thickness should be minimum 10 to 40 Mil)	600 pc.	
4.	ID Card printing Software (With latest Patch and Software Dashboard)	01	
5.	Printer Cleaning Kit	01	
GST			
Grand Total			

Note:

*It is mandatory to provide the quote which is inclusive of all above products mentioned in the Request for Quotation, failing which quotation may not be considered.

*Password of the PDF file will be e-mailed by the bidder only after the due date 07/11/2022 & time at 04:00 PM. The quotation must be encrypted with password protected attachment. Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.

*For password protected pdf, bidder can refer this website <https://smallpdf.com/protect-pdf> or etc.

Place:

Signature of bidder

Date:

With the seal of their company