



August/2011

Short Tender Notification No. August/2011

COMPUTER SUPPORT GROUP

Item No. CSG 19 : Laser Printers & Scanners

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:

a) Terms and conditions of the Tender	-	Pages 2 & 3
b) Details of the Firm offering this Quote	-	Page 4
c) Quotation form (Price Bid)	-	Page 5 to 10
d) NIT-T's check list copy	-	Page 11
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully the list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
6. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". In particular mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: August/2011 Item No. CSG19 : Laser Printers & Scanners**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **August 18, 2011 at 2.30 p.m.**
8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015"
9. **DO NOT VISIT US WITHOUT OUR CONCURRENCE.**

Last Date for receipt of tender at NIT-T : **August 18, 2011 at 2.30 PM**
Opening Date for Tender : **August 18, 2011 at 3.30 PM**

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Foreign Firms details**"
 - c. Pamphlets, if any.
2. Quotation Form (Technical & Price Bid)

Please retain this page with you for your future reference.

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August/2011

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

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“TERMS AND CONDITIONS FORM”

**IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

1. The offers should be addressed to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed “**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: August/2011 Item No. CSG19 : Laser Printers & Scanners**” so as to reach us on or before 2.30 p.m. on August 18, 2011.
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **August 18, 2011 at 3:30 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.
7. The Institute is not authorized to issue C and D forms of Sales tax certificate.
8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NIT-T shall pay Customs duty if any.
9. If the price quoted is in foreign currency and if the order value is more than US\$12,000 then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance**. If the order value is less than US\$12,000, then 100% payment will be through a Telegraphic Transfer (TT). **The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed.** If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after our firm orders are placed.
12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
14. The delivery period and other terms should be clearly mentioned.
15. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.

SIGNATURE WITH DATE

SEAL OF THE FIRM



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16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
19. The tender should be made only on the "Technical compliance form" & "Quotation form" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
22. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, Toner & Consumables and service support by OEM for minimum 7 years, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**
23. The delivery should be made generally within seven days of our supply order. If the delivery not provided within seven days, from the 8th day onwards liquidity damage amounting to 0.05% per day of the supply order value (or) Rs.50/- per day whichever is higher will be deducted from the Security deposit.
24. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
25. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
26. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
27. The rate contract period is for September 2011 to September 2012. The quoted prices should be valid for the entire rate contract period.
28. NIT-T reserves the right to modify or alter the specifications in the next quarter or after short listing of tenderers.
29. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
30. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
31. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE VENDOR:
ADDRESS :**

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“DETAILS OF THE FIRM OFFERING THIS QUOTE”

(Write or print or type in block letters and please answer all the questions)

- Name of the firm? 2. Date of incorporation?
- Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:
- Specify the number of years in this line of activity by the Company ::
- Quantity of sales in the last three years for the “Laser Printers” (same model that you have quoted)?

2008-2009	2009-2010	2010-2011
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Turn over in the last three years (Figures should be in Indian Rupees in Lakhs) duly supported by the audited annual accounts reports of respective years:

2008-2009	2009-2010	2010-2011
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

- A) Number of service engineers in the above location trained on the product quoted along with their educational qualification, certification and designation and B) Assured response time for service calls in hours:

A) <input type="text"/>	B) <input type="text"/>
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- What would be the delivery period in days from the date we place an official purchase order.

- Enclose the list of customers to whom you have supplied “Laser Printers” during the last 3 years ending 31/03/2010 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “Personal Computers” from the minimum three end users should be furnished.

- Are you the authorized dealer or distributor or reseller for the products quoted:

- Have you supplied “Laser Printers” to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference

- Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

- On Manufacturer’s Side to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :	
Address :	
E-mail ID :	Telephone / Cell Phone :



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Item No. CSG 19 : Laser Printers & Scanners

TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE :

Item No.	N.I.T.'S SPECIFICATION	Make, Model & Specification	Price with 1 Year Warranty	Price with 3 Years Warranty
Type-1: Entry Level A4 Mono Laser Printer (14 PPM)				
1.	HP LaserJet 1020 or equivalent, 14 ppm, 600 X 600 dpi, Host-based printing, 2MB RAM, 234 MHz, USB 2.0, Media size 76 x 127 to 216 x 356 mm, priority tray for letter head, 150 sheet input tray, Should work with Windows XP/Vista/7 Linux, with on-site comprehensive warranty			
Type-2: Mid-Range A4 Mono Laser Printer (22 PPM)				
2.	HP LaserJet P1566 or equivalent, 22 ppm, 600 X 600 dpi, HP PCL 5e, 8MB RAM, 266 MHz, USB 2.0, Media size 76 x 127 to 216 x 356 mm, 10 sheets priority tray, Should work with Windows XP/Vista/7 Windows Server 2003/2008 / Mac OS, with on-site comprehensive warranty			
Type-3: High-End A4 Mono Laser Printer (30 PPM)				
3.	HP LaserJet P2035 or equivalent, 30 ppm, 1200 x 1200 dpi, 266 MHz, 16MB RAM, 76 x 127 to 216 x 356 mm, 60 to 160 g/m ² , HP PCL 5e, USB 2.0, IEEE 1284-B compliant parallel port, 6 LED lights, 50 sheets priority tray, Should work with Windows XP/Vista/7 Windows Server 2008 / Mac OS, with on-site comprehensive warranty			
Type-4: High-End A4 Duplex Mono Laser Printer (33 PPM)				
4.	HP LaserJet P2055d or equivalent 33 ppm, 1200 x 1200 dpi, USB 2.0, Ethernet, 64MB RAM, Automatic two-side printing, Duplex printing, 600MHz, HP PCL 5e, HP PCL 6, HP Postscript level 3, Media Size 76 x 127 to 216 x 356 mm, 60 to 160 g/m ² , 50 sheets multipurpose tray, 2 input tray, Should work with Windows XP/Vista/7 Windows Server 2008 / Mac OS with on-site comprehensive warranty			

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Item No. CSG 19 : Laser Printers & Scanners

TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.T'S SPECIFICATION	Make, Model & Specification	Price with 1 Year Warranty	Price with 3 Years Warranty
Type-5: High-Speed A4 Mono Network Laser Printer (60 PPM)				
5.	HP LaserJet 4515X or equivalent 60 ppm, 1200x1200 dpi, 4-Line LCD display, 3 LED indicators, 128MB RAM, Automatic two-side printing, Duplex printing, 540 MHz, HP PCL 6, HP PCL 5e, HP Postscript level 3 emulation, direct PDF, 3 paper trays (100-sheet multipurpose tray, 2 numbers of 500-sheet tray), Media Size 76 x 127 to 216 x 356 mm, Media Weight 60 to 200 g/m ² , Should work with Windows XP/Vista/7 Windows Server 2003/2008, Mac OS, RHEL, SuSE Linux, Solaris, USB 2.0 port, Gigabit Ethernet, with on-site comprehensive warranty			
Type-6: Mid-Range A3 Mono Network Laser Printer (35 PPM)				
6.	HP LaserJet 5200 DTN or equivalent 35 ppm, 1200 dpi, 128MB RAM, 460 MHz, Automatic two-side printing, Duplex printing, A3 Size, 3 paper trays (100-sheet multipurpose tray, 250-sheet & 500-sheet input tray), USB 2.0 76.2 x 127 mm to 312 x 470 mm, 60 to 199 g/m ² , HP PCL 6, HP PCL 5e, HP Postscript Level 3 emulation, IEEE-1284 parallel port, Fast Ethernet, Should work with Windows XP / Vista / 7 / Windows 2008 Server, Mac with on-site comprehensive warranty			
Type-7: High-End A3 Mono Network Laser Printer (50 PPM)				
7.	HP LaserJet 9050DN or equivalent 50 ppm, 1200 dpi, 533 MHz, 128MB RAM, 98 x 191 to 312 x 470 mm, 64 to 216 g/m ² , 3 paper trays totally (100-sheet multipurpose tray, and 2 numbers of 500-sheet multipurpose tray) Automatic two-side printing (Duplex printing), A3 Size, IEEE-1284 parallel port, Fast Ethernet, HP PCL 6, HP PCL 5e, HP Postscript Level 3 emulation, PDF v 1.3 emulation, HP PjL, PML, Should work with Windows XP / Vista / 7, Mac with on-site comprehensive warranty			

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TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.'S SPECIFICATION	Make, Model & Specification	Price with 1 Year Warranty	Price with 3 Years Warranty
TYPE-8: Mid-Range A4 COLOR Laser Printer (8 PPM)				
8.	HP CLJ CP1525N or equivalent 8 ppm (color), 12ppm (black), 600 X 600 dpi, 128MB RAM, 600 MHz, 1-sheet priority slot, 150 sheet input tray, Media Size 76 x 127 to 216 x 356 mm, 60 to 220 g/m ² , HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, USB 2.0, 10/100 Ethernet, Should work with Windows XP/Vista/7, Windows Server 2008 / Mac OS, RHEL, Fedora, Ubuntu with on-site comprehensive warranty			
TYPE-9: Mid-Range A4 COLOR Laser Printer (20 PPM)				
9.	HP CLJ CP 2025dn or equivalent 20 ppm (color), 600 X 600 dpi, 128MB RAM, 540 MHz, two paper trays, Media Size 76 x 127 to 216 x 356 mm, 60 to 163 g/m ² , HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, USB 2.0, Fast Ethernet wired networking, Should work with Windows XP/Vista/7 Windows Server 2008 / Mac OS, with on-site comprehensive warranty			
TYPE-10: Entry-Level A4 Multi-Function ALL-IN-ONE (Print/Scan/Copy) 14 PPM				
10.	HP LaserJet M1005 or equivalent Print: 14 ppm print, copy, 32 MB RAM, 230 MHz, 600 dpi, 10-sheet priority slot, 150 sheet input tray, Scan: flatbed, 24-bit, 1200DPI, Scan Size: 216 x 297 mm, Copy: 14CPM, 25 to 400%, 99 copies, Should work with Windows XP/Vista/7 Windows Server 2003/2008 / Mac OS, Linux, USB 2.0, with on-site comprehensive warranty			

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TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.'S SPECIFICATION	Make, Model & Specification	Price with 1 Year Warranty	Price with 3 Years Warranty
TYPE-11: Mind-Range A4 Multi-Function ALL-IN-ONE (Print/Scan/Copy/FAX) 18 PPM				
11.	<p>HP LaserJet M1213nf or equivalent Print: 18 ppm print, copy, 64 MB RAM, 400 MHz, 1200 dpi, 150-sheet input tray 10-sheet priority slot, Scan: ADF, flatbed, 24-bit, 1200DPI, Scan Size: 216 x 356 mm, PDF; TIF; BMP; GIF; JPG, Copy: 18CPM, 25 to 400%, 99 copies, FAX: 300DPI, 500 pages memory, 2-line LCD, Media Size 76 x 127 to 216 x 356 mm, Media Weight 60 to 163 g/m², Should work with Windows XP/Vista/7 Windows Server 2003/2008 / Mac OS, Linux, USB 2.0, 10/100Base-T Ethernet with on-site comprehensive warranty</p>			
TYPE-12: High-End A4 Multi-Function duplex ALL-IN-ONE (Print/Scan/Copy/FAX) 26 PPM				
12.	<p>HP LJM1536dnf MFP or equivalent Print: 26 ppm, 128 MB RAM, 500 MHz, 600DPI, 2-line LCD display, duplex, 76 x 127 to 216 x 356 mm, HP PCL 6, HP PCL 5, HP postscript level 3 emulation, SCAN: 15 PPM (color), Flatbed, 35-page ADF, OCR, 24-bit, 1200 x 1200 dpi, Copy: 26PPM, 25 to 400%, 99 copies, FAX: 3 sec, 300 DPI, 400 pages, USB 2.0, 10/100 Base-T Ethernet, 250-sheets input tray & 10-sheet priority slot, Should work with Windows XP/Vista/7 Windows Server 2008/Mac OS/ SuSE Linux/Red Hat Linux/NetWare / Solaris with on-site comprehensive warranty</p>			
TYPE-13: Entry-Level Scanner				
13.	<p>HP Scanjet G3110 or equivalent Flatbed, 4800 dpi, 216 x 297 mm, True 48-bit, USB2.0, built-in slide & 35mm negative adapter, Scan speed in preview mode 11 sec, Scan file format PDF, TIFF, JPG, BMP, GIF, RTF, TXT, HTML, Control panel 4 buttons (Copy, Scan, Scan to E-mail, Scan to PDF), Power consumption should be less than 15 watts, Should work with Windows XP/Vista/7/Mac OS with on-site comprehensive warranty</p>			

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TECHNICAL COMPLIANCE FORM & QUOTATION FORM (PRICE BID)

Item No.	N.I.T.'S SPECIFICATION	Make, Model & Specification	Price with 1 Year Warranty	Price with 3 Years Warranty
TYPE-14: Mid-Range Scanner				
14.	HP Scanjet G4050 or equivalent Flatbed, 4800 dpi, 216x311mm, True 96-bit, USB2.0, built-in slide & negative adapter, Scan speed in preview mode 8.5 sec, Scan file format PDF, TIFF, JPG, BMP, GIF, RTF, TXT, HTML, PNG, 4 front-panel buttons (Scan, Scan film, Copy, Scan to PDF), Power consumption should be less than 25 watts, Should work with Windows XP/Vista/7/Mac OS with on-site comprehensive warranty			
TYPE-15: High-End Scanner				
15.	HP Scanjet 7000 or equivalent Sheetfed, 600 dpi, 216 x 864 mm, True 48-bit, with 50 sheets Automatic document feeder (ADF), ADF Color Scan speed up to 40ppm and 80ipm, USB2.0, OCR software, Scan file format PDF, TIFF, JPG, BMP, DOC, RTF, TXT, XLS, HTML, XML, XPS, with front-panel buttons to Scan Cancel, etc, Power consumption should be less than 40 watts, Should work with Windows XP/Vista/7 with on-site comprehensive warranty			
TYPE-16: High-End A3 Size Scanner				
16.	HP N9120 scanner A3 Size Scanner Flatbed, 600 dpi, Flatbed: 297 x 430 mm, ADF: 300 x 864 mm, True 48-bit, Scan speed ADF up to 50 ppm/100 ipm , Preview scan speed with in 4 sec, ADF 200 sheets input, USB 2.0, Scan file format PDF, TIFF, JPG, BMP, PNG, DOC, RTF, TXT, HTM, XML, XPS, Power consumption should be less than 115 watts, Should work with Windows XP/Vista/7 with on-site comprehensive warranty			

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S#	BUY BACK OF OLD HP LASER PRINTERS	BUY BACK VALUE PER UNIT
17.	HP 9000DN Laser Printer	
18.	HP 4350DTN Laser Printer	
19.	HP 4P / 6P	
20.	HP 1100A	
21.	HP 8150	

ITEMWISE TERMS & CONDITIONS:

- The order will be based on the actual requirement at the time of ordering.
- Incase if any specific make or model is specified by NIT-T then in that case quote should be for the same.
- One sample product with the same specification as quoted should be supplied for testing and benchmarking, if requested at your cost.
- If the Prices are in foreign currency, it should be C&F Chennai Airport and the Insurance coverage should be upto "National Institute of Technology, Tiruchirappalli" basis, specify:
- The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis.
- Enclose the Manufacturer Authorisation letter (or) Distributor / Reseller / Retailer certificate with the validity date. The offers received without the certificate will be rejected.
- Laser printers should be supplied as and when the demand arises.
- Toner & Consumables and service support by OEM for minimum 7 years.
- Payment of Bills will be after the acceptance of the printers and after the receipt of the bills / invoices along with advance stamped receipt.
- The rate should be valid for September 2011 to September 2012.**
- The offer should be authorised by the Manufacturer.
- Delivery should be within 4 working days from the date of the indent.

Note: All the Printers / AIO / Scanners quoted should come with Drivers for Windows XP / Windows Vista / Windows 7 / Windows 2003 R2 Server / Windows 2008 R2 Server, both 32 bit and 64 bit.

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NIT-T'S COPY (To be filled in and submitted by the bidder)

Last Date for receipt of tender at NIT-T : August 18, 2011 at 2.30 PM

Opening Date : August 18, 2011 at 3.30 PM

CHECKLIST TO BE FILLED IN BY BIDDER	
(Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

SEAL OF THE BIDDER

SIGNATURE WITH DATE

FOR NIT-T USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO
5. No. of enclosures	
6. Status of tender	Accepted for evaluation / Rejected
	REGISTRAR

SIGNATURE WITH DATE

SEAL OF THE FIRM