



Regional Institute of English, South India

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RIESIB/LIBR/LMIS/2022-LIB/2022-23

02.03.2023

**INVITATION FOR QUOTATIONS FOR SUPPLY BOOK KIT TO BE DISTRIBUTE
TO TEACHER PARTICIPANTS**

To:

Dear Sirs:

Sub: Invitation of quotation for supply of Book Kit to be distributed to the Teacher participants.

2. Sealed competitive quotations are invited by the undersigned for the following books.

Sl. No.	Book Title	Author	Publisher	Year of Publication	Quantity
1.	Essential English Grammar	MURPHY, Raymond	Cambridge	2022 Ed.	120
2.	Cambridge English Mini Dictionary	Cambridge	Cambridge	2019	120
3.	Story books Around 20 titles Assorted	Sudha Murthy	Penguin Books	2021	120

3. Each tenderer must submit only one quotation

4. **Quoted Price:**

- The tenderer shall quote for items in the format of the quotation attached;
- All duties, taxes and other levies payable by the tenderer (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 is not acceptable.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting.

- f. Cable or Facsimile quotations are not acceptable.
- g. The delivery of books must be done 62 copies before 13.02.2023 and 58 copies before 20.02.2023.
- h. The delivery address is Library, Regional Institute of English South India, Bangalore.

3. Each tenderer must submit only one quotation

4. **Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days 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 conform to the terms and conditions and specifications in the following manner:

- a. The evaluation will be done including the Sales tax. If the tenderer 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 all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

5. **Award of contract:**

- a. The Purchaser will award the contract to the tenderer 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 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 tenderer whose quotation is accepted of the award of the contract. The terms of the accepted offer shall be incorporated into the Purchase order.
- d. It is mandatory to supply all the books that are quoted, failing to which leads the cancellation of the purchase order.
- e. Only original books in good condition shall be supplied.
- f. The rate quoted, shall not, in any case, exceed the control price if any fixed by the Government of India or State Government or the rates printed by the publisher.
- g. Books of original mentioned above shall be delivered irrespective of the fact whether the edition of Books is indicated or otherwise in the supply order.
- h. For any loss of books in transit, the book supplier will only be responsible.

- i. The rates quoted shall include all applicable Taxes under the GST Act minus (-) the discount allowed.
- j. The Price of books shall agree with the publisher's price proof.
- k. Payment shall be made after the delivery of the books and their acceptance.
- l. 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.

6. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "Quotations for the supply of book kits 2022-23" latest by 5.00 pm hours on 09.02.2023 (date).

We look forward to receiving your quotations.

Yours faithfully,

**(Sumangala V)
DIRECTOR**

Attachment: Format of the Quotation

FORMAT OF QUOTATION

Sl. No	Author	Title and Year of Pub	Quantity	MRP (Rs.)	Discount (Rs.)	Unit rate(Rs.) After discount	Total amount
1							
2							
3							
4							
5							
6							

Gross Total Cost: Rs..... (in figures)

Rs..... (in words)

1. We agree to supply the above goods in accordance with the technical specifications for the total price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations.
2. We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date:.....

List of Book suppliers

M/s Shivaji Book Distributors

#3, Sheetal's, 5th Cross,
Singapura Layout
BSK 1st Stage, Bangalore – 560 050.

M/s Subramalaina Book Distributors

No.03, Sanjeevappa Lane,
Avenue Road Cross,
Bengaluru – 560002
Ph. 080-2270314

M/s Mahalaxmi Enterprises

P.B No. 5617, 194/3, 49th Cross, 17th Main, 3rd Block,
Rajajinagar, Bangalore – 560010
Ph. 080-23201967, 9845176553

And Website Display