



Bharatiya Vidya Bhavan's
SARDAR PATEL COLLEGE OF ENGINEERING

(Government Aided Autonomous Institute)
Munshi Nagar, Andheri (W) Mumbai – 400058



Examination Section

INVITATION LETTER

TO WHOMSOEVER IT MAY CONCERNED

SUBJECT: Invitation letter for Digitization & Data Entry/ Indexing Services in Examination Section.

Dear Sir.


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

Sr. No.	Item Name	Quantity	Place of Delivery	Installation Requirement (If any)
1	Digitization & Data Entry/ Indexing Services • Scanning of 4000 pages. Entries of 60000 student records.	1	Sardar Patel College of Engineering, Andheri (W)	Yes

2. Quotation

- 2.1 The contract shall be for the condition described above.
- 2.2 Corrections, if any, shall be made by crossing out, initialing, 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 & included 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.

3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than 30 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. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be most competent responsive and who has offered the lowest evaluated quotation price.
 - 6.1 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.
 - 6.2 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.
7. You are requested to provide your offer latest by 05.30 hours on 05-April-2020.
8. Detailed specifications of the items are at Annexure I.
9. Training Clause (If any) – Training the examination staff to use the software for at least one academic year in the presence of your technician.
10. Testing / Installation Clause (if any) Yes
11. Information brochures/ Product catalogue, if any must be accompanied with quotation clearly indicating the model quoted for.
12. Sealed quotation to be submitted / delivered at the address mentioned below, BVB Sardar Patel College of Engineering, J. P. Nagar, Munshi Nagar, Andheri (W), Mumbai 400 058.
13. We look forward to receiving your quotation and thank you for your interest in this project.


(C/M/E)

DCOE


Controller of Examinations


Dean Academics

ANNEXURE I

Sr. No	Item Name	Specification
1	Digitization & Data Entry/ Indexing Services. • Scanning of 4000 pages. • Entries of 60000 student records.	1. Scanning of A3 & Legal Size Documents (ADF Scanner) <ul style="list-style-type: none">• Resolution – 300 DPI• Image Tone – Color• Document Indexing – 1 field• Minimum Volume 1 Lakh Documents. 2. Double Data Entry & verification of student record. 3. Gazette Retrieval & Grade Sheet Generation Software