



भारत सरकार/Government of India
मानव संसाधन विकास मंत्रालय/Ministry of Education
उच्चतर शिक्षा विभाग/ Department of Higher Education
भारतीय भाषा संस्थान/Central Institute of Indian Languages
मानसगंगोत्री, हुणसूर रोड, मैसूर -570006 / Manasagangotri, Hunsur Road, MYSURU- 570006

No. F. 2025-26/Swayam/Dig. Equip

August 18, 2025

Sub: Invitation of quotation for supply of Teleprompter 32" with wireless scrolling - Reg

Sealed Competitive Quotations are invited offline or online by the undersigned for following with the minimum specifications mentioned against each, to be supplied **within 7 days of placing the order.**

| No. | Particulars | Qty. | Specification |
|-----|--|------|--|
| 1. | Teleprompter 32" with wireless scrolling | 1 | <ul style="list-style-type: none">• Camera Mount Quick Release Base Plate• Bright overlay of text can be read from up to 30ft• Teleprompter Beam Splitter Glass 70/30• Professional Teleprompter Software• Color background, color fonts, preset font size, black and white fonts, user selectable cue points, selectable cue marker & RTF text editor, allowing to import RTF and TXT files• Bluetooth Remote• Teleprompter Hardware Set with HDMI Port |

TERMS AND CONDITIONS

Delivery : Within 7 days from the date of PO issued at the Institute Campus
Prices : All applicable taxes inclusive
Warranty : 1 year from the date of successful delivery
Last Date : 28 August 2025

2. Quoted Price:

- a) The tenderer shall quote for items in the format of quotation attached and must include the specifications as noted above.
- b) All duties, taxes and other levies payable by the tenderer (including GST on the finished goods) shall be included in the item rate.
- c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.

- d) Rates for supply of partial quantity of an item is not acceptable.
- e) Corrections if any shall be made by crossing out, initialing with date and rewriting.

3. Each tenderer must submit only one quotation

4. The quantity of the items mentioned above may also increase if the need is felt and approved by the competent authorities.

5. Validity of quotations:

The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.

6. 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) may be treated as non-responsive, if so desired by the purchaser. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

7. 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 6(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase 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 tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order.
- (d) Payment shall be made after the delivery of the goods and their acceptance.
- (e) Preference to goods having maximum components of made in India will be given as per extant GoI norms.

(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.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as **“Quotation for the supply of Teleprompter 32" with wireless scrolling”** due on 28.08.2025 latest by 14:00 hours.

Quotations may be submitted either offline via hard copy to **“Assistant Director (Admin) i/c, Central Institute of Indian Languages, Manasagangotri, Mysuru - 570006 KARNATAKA”** or it may also be sent over email to ada-ciilmys@gov.in.

We look forward to receiving your quotations.

Yours faithfully,

Asst. Director (Admin) i/c

FORMAT OF QUOTATION

| S. No | Description of Items | Rate | Qty | Total Amount (inclusive of all applicable taxes) |
|-------|----------------------|------|-----|--|
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Gross Total Cost: Rs..... (in words.....)

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (in words.....) within the period specified in the Invitation for Quotations.
2. We also confirm that the warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:.....

Date:.....