

**College of Technology,**  
**G. B. Pant University of Agriculture & Technology Pantnagar**

**INVITATION LETTER**

**Package Code: TEQIP-III/2019/UK/ctgp/104**

**Current Date: 21-Aug-2019**

**Package Name: CT/Furniture/002**

**Method: Shopping Goods**

To,

**Subject: Invitation for Quotation**

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,

<b>Sr. No</b>	<b>Brief Description</b>	<b>Quantity</b>	<b>Delivery Period(In days)</b>	<b>Place of Delivery</b>	<b>Installation Requirement (if any)</b>
1.	Furniture	252	60	FOR Pantnagar	YES

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme [TEQIP]-Phase III** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. **Qualification Criteria: The bidder/ supplier should have**
  - I. **A minimum of 3 year's experience of supplying similar items.**
  - II. **A turnover of Rs. 50 lacs at least once in last three years.**
  - III. **Not been blacklisted by any Govt. Institution/ Organization**
4. Quotation,
  - 4.1 The contract shall be for the full quantity as described above.
  - 4.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - 4.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
  - 4.4 Applicable taxes shall be quoted separately for all items.
  - 4.5 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.
  - 4.6 The Prices should be quoted in Indian Rupees only.
5. Each bidder shall submit only one quotation.

6. Quotation shall remain valid for a period not less than **40** days after the last date of quotation submission.

7. **The quotation should include the following information**

i) **The copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company firm or partnership etc. in India.**

ii) **Report on financial status (balance sheet and auditor's report for the past three year)**

iii) **An affidavit for not been black listed by any Govt. Institution/Organization.**

iv) **Authorization Certificate from the OEM/Principal (if bidder/supplier is not an OEM) assuring full guarantee and warranty obligations during the liability period, for the goods offered.**

v) **The list of clients duly supported by copies of Purchase Orders, Installation and performance report signed by the purchasers/ users.**

vi) **Details of service/support centers located in India.**

8. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

8.1 are properly signed ; and

8.2 Confirm to the terms and conditions, and specifications.

9. The Quotations would be evaluated for all items together.

10. Award of contract:

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

10.1 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.

10.2 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.

11. Payment shall be made in Indian Rupees as follows:

**Satisfactory Acceptance-100% payment after Satisfactory Installation.**

12. All supplied items are under warranty of **36 months (In case of software purchase the 36 months warranty include free of cost updations/upgradations & Technical assistance)** from the date of successful acceptance of items.

13. You are requested to provide your offer latest by **14:30** hours on **September 09, 2019**.

14. Detailed specifications of the items are at Annexure I.

15. Training Clause (if any) **Training on operation and handling of equipment/ software -----  
--- free of cost as per Department requirement.**

16. Testing/Installation Clause (if any) **Full installation and testing/ demonstration ----- free  
of cost**

17. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

18. The sealed quotation envelop must have information, (a) instrument name (b) date of opening & (c) package code at its top and to be submitted/ delivered at the address mentioned below,

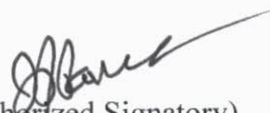
**Dean/Coordinator TEQIP-III**

**College of Technology**

**GB Pant University of Agriculture & Technology**

**Pantnagar- 263145 (Uttarakhand)**

19. We look forward to receiving your quotation and thank you for your interest in this project.

  
(Authorized Signatory)

Name & Designation

o/k   
(Sandeep Gupta)

**Annexure I**

Sr. No.	Item Name	Specifications	Qty.
1	Almirah	18 gauge Steel Sheet all, Rust Free having size (78''H*36''W*18''D) with 4 fixed shelves making 5 compartments with lock. Foot height 6'', Color steel grey Epoxy Powder coated Finish with thickness of 50 microns	42
2	Book Shelf	18 gauge Steel Sheet all, Rust Free having size (78''H*34''W*18''D), 4 fixed shelves making 5 compartments, 3 mm thick transparent glass for clear inside vision secured in a Metal Frame through rubber gasket, Scissor mechanism for receding inside the top of respective compartment to ensure parallel and smooth movement Lock in each compartment with common key, Rigid Knock down construction, Colour: steel grey	42
3	Committee room chair	Mid back, revolving chairs with arms & lift mechanism, Thicker Seat Cushion. Tubular frame back. Mesh upholstery on back. Length 61.00 cm, Depth 64.50 cm, Height 93.50 cm, Seat Height 46.50 cm, Seat width 71 cm, Color: Dark Blue/Green	35
4	Conference room chairs	Pipe frame Cushioned back and seat, weather and scratch-resistant armrest, full desklet and steel paper tray (chrome plated) Length 54.00 cm, Depth 81.0 cm, Height 80.50 cm, Seat Height 44.00 cm, Color: Dark Blue/Green	50
5	Experiment Table	Rust free Stainless steel, flat platform 3 mm thick top, 270 cm Length, 60 cm width, 68 cm Height, Table should be able to bear weight of experiment setup approx. 50-80 Kg, min. 4 legs(without wheels), all corners of the table should be injury free, ability to be placed side by side to increase working platform length	11
6	Computer Table	Size 48'' L x 27''H x 27''W, board with finished mica top, teak color with standard provisions for desktop computer	34
7	Computer Chair	Medium height back with P.P. arms, Nylon Base, MAs Lift, Net back and Fabric Tapestry, Synchro Tilt mechanism	34
8	Display cabinet	2 shelves with sliding doors, Made of First class ISI mark Commercial Board wood having 19 mm thickness with melamine finish, each shelf having 30''Lx15''Dx12''W	1
9	Side rack	Made of First class ISI mark Commercial Board Drawer Pedestal Unit having 16 mm thickness, Three Drawer Length 17.50 inch, Height 27.00 inch, width 19.50 inch, with melamine polish mat finish.	3

Tech. Sp.  
verified

Line Ae  
16/8/19.

**FORMAT FOR QUOTATION SUBMISSION**  
(In letterhead of the supplier with seal)

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

Sl. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
<b>Total Cost</b>							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (Amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_