



Government Women Engineering College, Ajmer, Makhapura, Nasirabad
Road, Ajmer -305002

INVITATION LETTER

Package Code: TEQIP-III/2019/RJ/gwec/129

Current Date: 10-Aug-2019

Package Name: GWECA/Institute/Computer Table

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR GWECA/Institute/Computer Table

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	Computer Table 1	20	GWEC Ajmer	Yes
2	Computer Table 2	65	GWEC Ajmer	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. **Quotation**

- 3.1 The contract shall be for the full quantity as described above.
- 3.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3.4 Applicable taxes shall be quoted separately for all items.
- 3.5 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.

- 3.6 The Prices should be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation and the bidder shall submit the **Technical Bid and Financial Bids in separate sealed covers**, clearly super-scribing “**Technical bid for Computer Table**” and “**Financial bid for providing Computer Table**”, respectively. ***These two sealed covers shall be put in another cover which should also be sealed, signed and duly super-scribed “Tender for providing Computer Table with Package Code”.***
5. Quotation shall remain valid for a period not less than **90**days after the last date of quotation submission.
6. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
- 6.1 are properly signed; and
- 6.2 Confirm to the terms and conditions, and specifications.
7. The Quotations would be evaluated for all items together.
8. 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.
- 8.1 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.
- 8.2 *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.*
9. Payment shall be made in Indian Rupees as follows:

Payment Description	Expected Delivery Period (in Days)	Payment Percentage
Satisfactory Acceptance	30	10
Satisfactory Delivery & Installation	30	90

10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min %:0.10
Liquidated Damages Max %:10
11. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others is .
12. You are requested to provide your offer latest by **14:00** hours on **26-Aug-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **Yes**
15. Testing/Installation Clause (if any) **Yes**
16. Performance Security shall be applicable: **5%**
17. **Original Information brochures/ Product catalogue**, if any must be accompanied with the quotation clearly indicating the model quoted for.
18. Sealed quotation to be submitted/ delivered at the address mentioned below, **Government Women Engineering College, Ajmer, Makhupura, Nasirabad Road, Ajmer -305002**
19. The bidder must submit the company details viz. **Firm Registration Certificate, GST Registration Certificate** and any other necessary documents duly certified by **Chartered Accountant / Notary Public** (Audited balance sheets including profit and loss accounts for the three financial years viz. 2015-16, 2016-17 & 2017-2018) along with their bid.
20. The quotation would be opened on **26-Aug-2019 at 15:00 hrs** at **TEQIP-III Office, Govt. Women Engineering College Ajmer, Rajasthan – 305002, India** in the presence of bidder representative who choose to attend the opening. The bidder representative who is present shall sign an Attendance Sheet evidencing their attendance.
21. **Only authorized dealer/ agency of Original Equipment Manufacturer (OEM)** or OEM should apply against this invitation for bid. In the case of the bidder, offering to supply goods under the bid, which the bidder does not manufacture or otherwise produce, the bidder has to provide Manufacturer's Authorization Certificate strictly as per format at **Annexure A**. Bids submitted without authorization certificate as per **Annexure A** will be summarily rejected.
22. OEM/Firm/Bidder must have executed atleast
One single order of similar items having values of 6 Lacs or higher

OR

Two orders of similar items having values of 4 Lacs or higher

OR

Three orders of similar items having values of 3 Lacs or higher

{The above said orders should have been undertaken in the last three years i.e. 2015-2016, 2016-2017, & 2017-2018, till the date of Invitation Letter}. Proofs of such documents must be enclosed along with their bid.

- 23.** Details of Service Centres and Service support facilities from where services would be provided during and after the warranty period must be enclosed with their bid.
- 24.** Notwithstanding the above, the Institute reserves the right to accept or reject any quotation(s) and to cancel the process and reject all quotation(s) at any time.
- 25.** Dispute if any shall be subjected to the jurisdiction of Rajasthan in Ajmer/Jaipur.
- 26.** We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

Annexure I

Sr. No	Item Name	Specifications
1	Computer Table 1	<ol style="list-style-type: none">1. Supplying and fixing computer table of size: 120 cm x 60 cm x 75 cm, for sides, vertical, bottom, door and back made of 18 mm prelaminated particle board.2. Top of table finished with prelaminated particle board and edge banding with same colour PVC tape.3. One drawer of 40 cm x 50 cm x 18 cm size, one cupboard with shelf, CPU Stand, Foot Rest, key board tray fitted with necessary fittings such as wire cable manager, auto closing hinges, stainless steel handle, multipurpose lock, sliders, necessary bushes etc. with fully closed back panel.
2	Computer Table 2	<ol style="list-style-type: none">1. Supplying and fixing computer table of size: 120 cm x 60 cm x 75 cm, for sides, vertical, bottom, door and back made of 18 mm prelaminated particle board.2. Fabricated Computer table with MDF board and post forming with same colour PVC tape3. One drawer of 40 cm x 50 cm x 18 cm size, one cupboard with shelf, CPU Stand, Foot Rest, key board tray fitted with necessary fittings such as wire cable management system, auto closing hinges, stainless steel handle, multipurpose lock, sliders, necessary bushes etc. with fully closed back panel.

MANUFACTURER AUTHORIZATION FORM

No. _____ dated _____

To

Dear Sir:

Package No. _____

We----- (Name of the OEM) who are established and reputed manufacturer of _____ (*name and description of goods offered*) having factories at _____ (*address of factory*) with factory registration no. ----- do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, and sign the contract with you for the goods manufactured by us against the above bid.

We hereby extend our full warranty as per your invitation letter, for the goods and services offered for supply by the above firm against this Invitation for Bid.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer or OEM and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

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)
Total Cost							

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. _____