



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

## INVITATION LETTER

Package Code: TEQIP-III/2019/RJ/gwec/140

Current Date: 16-Aug-2019

Package Name: GWECA/Institute/Chair

Method: Shopping Goods

To,

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**Sub: INVITATION LETTER FOR GWECA/Institute/Chair**

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	Chairs	230	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 Chair**” and “**Financial bid for providing Chair**”, respectively. ***These two sealed covers shall be put in another cover which should also be sealed, signed and duly super-scribed “Tender for providing Chair 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:

<b>Payment Description</b>	<b>Expected Delivery Period (in Days)</b>	<b>Payment Percentage</b>
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 **48** 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 **30-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 **30-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 8 Lacs or higher**

**OR**

**Two orders of similar items having values of 5 Lacs or higher**

**OR**

**Three orders of similar items having values of 4 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	Chairs	S.No.	Particulars	Specification
		01.	Type of Chair	With arms
		02.	Type of Seat and Backrest	Seat made of padded with polyurethane foam and Backrest made of MESH with support of injection moulded polypropylene
		03.	Frame type	Cantilever
		04.	Material of fabric back cover	Plastic made
		05.	Frame Material	Stainless Steel
		06.	Density of polyurethane foam use in seat	35 Kg./Cub.M
		07.	Material of seat cover	Plastic made
		08.	Thickness of ply wood use in seat	12 mm
		09.	GSM/Thickness of fabric	200 g/Sqm
		10.	Arm material	Polypropylene on matel
		11.	Thickness of Polyurethane foam used in seat in mm	50 mm
		12.	Shoe Type	Nylon rubber
		13.	Chair Height	850mm
		14.	Seat depth	450mm
		15.	Seat width	400mm
		16.	Seat Height in mm	480mm
		17.	Back rest width	430mm
		18.	Back rest height	450mm
		19.	Arm length	250mm
		20.	Arm width	40mm
		21.	Colour of fabric for seat and back rest	Black
		22.	Paint Type	Chrome
23.	Warranty Period	04 Years		

# 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)
<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. \_\_\_\_\_