Institute of Technology, Gopeshwar,The Director, Institute of Technology, Gopeshwar, Kothiyalsain, Chamoli-246424, Uttarakhand

INVITATION LETTER

Package Code: TEQIP-III/2019/UK/iotg/135
Package Name: ITG/GOODS/FURNITURE/TEQIP-FACILITY/07

Current Date: 26-May-2019
Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR ITG/GOODS/FURNITURE/TEQIP-FACILITY/07

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	Almirah - Large	40	THE DIRECTOR, INSTITUTE OF TECHNOLOGY GOPESHWAR KOTHIYAL SAIN CHAMOLI (246424) UTTARAKHAND	NO

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.

5. Quotation shall remain valid for a period not less than **45** 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:

Satisfactory Acceptance - 100% of total cost

10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min % : 0.01
Liquidated Damages Max % : 10

11. All supplied items are under warranty of **24** months from the date of successful acceptance of items and AMC/Others is **0.**

12. You are requested to provide your offer latest by **14:30** hours on **15-Jun-2019.**

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

14. Training Clause (if any) **NO**

15. Testing/Installation Clause (if any) **YES**

16. Performance Security shall be applicable**: 0%**

17. 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, **Institute of Technology, Gopeshwar,The Director, Institute of Technology, Gopeshwar, Kothiyalsain, Chamoli-246424, Uttarakhand**

19. 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	Almirah - Large	OVERALL DIMENSIONS: 78”H X 36”W X 19”D, MATERIAL: Prime quality MS sheets 20 gauge for front, side and shelves & 22 gauge for back. 4 adjustable shelves making five compartments without locker. Mechanism: three way bolting device with six levers superior quality standard make lock with duplicate keys. Almirah should 100% power coated.

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. _____