

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

INVITATION LETTER

Package Code: TEQIP-III/2019/UK/ctgp/84

Current Date: 29-Jun-2019

Package Name: CT/CS/008

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,

Sr. No	Brief Description	Quantity	Delivery Period(In days)	Place of Delivery	Installation Requirement (if any)
1	Microsoft Surface	5	60 Days	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 **July 23, 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. Sealed quotation 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

Annexure I

Sr. No	Item Name	Specifications
1	Microsoft Surface	Microsoft Surface Corei7/8GB/256GB/12.3"screen/ Windows pro 10/Pen/Charger/Type Cover Microsoft Surface Dock/ 3 Year Warranty

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: _____