



## INVITATION LETTER

Package Code: TEQIP-III/2019/JK/gcej/190

Current Date: 29-Jun-2019

Package Name: TEQIP-III/GCET/STEEL ALMIRAH

Method: Shopping Goods

To,

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Sub: INVITATION LETTER FOR TEQIP-III/GCET/STEEL ALMIRAH

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	Specifications	Place of Delivery	Installation Requirement (if any)
1	Steel Almiraah with Glass Door	22	<b>(Detailed Specifications as per Annexure-I)</b>	Principal Govt. College of Engg. & Technology Chak Bhalwal, Jammu-181122 (J&K)	Yes
2	Office Steel Almiraah	08		Principal Govt. College of Engg. & Technology Chak Bhalwal, Jammu-181122 (J&K)	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.
5. Quotation shall remain valid for a period not less than **55**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:

**Supply, Installation and Inspection report - 100% of total cost**

10. **Liquidated Damages (L.D):**

If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Principal of the Institute.
11. All supplied items are under warranty of **24** months from the date of successful acceptance of items and AMC/Others is **NA**.
12. You are requested to provide your offer latest by **15:00** hours on **12-July-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:** The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Nationalized /Commercial bank for an amount of 10% of the Invoice value within 15 days from the date of receipt of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of warranty period



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, **Government College of Engineering and Technology, Chak Bhalwal, Jammu**
19. The offer/bid should be submitted in two bid systems (i.e.) Technical bid and Financial bid as per the format mentioned in Annexure- II & III.

**20. Technical Bid :**

**The technical bid comprising of following documents should be sealed in envelope “A” mentioning Technical Bid on top of the envelope. The envelope must mention package no. and name.**

- i) The Technical Bid should be submitted as per the bid format. (Annexure-II)
- ii) A compliance list against the technical specifications as per Annexure-I should be provided.
- iii) Proof of Registration of the bidder.
- v) Copies of PAN Card and GST registration no.
- vi) Signed copy of the tender document, with company seal, agreeing to the terms & conditions must be submitted.

**All documentary proof must be listed on the letterhead of the company. This part of bid should not contain any “Price information”.**

**21. Financial Bid :**

- i) Financial bid should indicate item wise price for the items mentioned in the technical bid as per the format. (Annexure-III)
- ii) The price quoted should be F.O.R GCET Jammu.
- iii) All duties and other levies payable by the supplier under the contract shall be included in the unit price.
- iv) 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.
- v) The Prices should be quoted in Indian Rupees only.
- vi) The Financial bid should be sealed in envelope “B” mentioning Financial Bid on top of the envelope. The envelope must mention package no. and name.

**22. Both the envelopes (containing Technical Bid and Financial Bid) should be packed in a big envelope and should subscribe the Shopping/Package No. and Name.**

**23. Opening of Bids:**

- i) The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement mentioned in the NIQ).
- ii) The financial offer/bid will be opened only for the technically qualified bidders/vendors as decided by the technical committee, and will be opened subsequently for further price comparison.

**24. Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical bids/Price Bids.**

**25. The Institute reserves the right to reject any bid not fulfilling the eligibility criteria.**

**26. Supply of Items:** Free of cost at GCET, Chak Bhalwal, Jammu by the vendor.

**27. IMPORTANT:**

- i) A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.



- ii) Each bidder shall submit only one quotation
- iii) In case of any dispute, the decision of the Principal of this Institute shall be final and binding on the bidders.
- iv) In case the due date for submission of the tender happens to be a holiday, the same will be accepted on the next working day.
- v) The Authority of GCET Jammu reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- vi) The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids.
- vii) Bidder should submit the tender document, duly signed and stamped on every page in token of accepted all the terms and conditions of the tender.
- viii) The institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the technical evaluation committee of the institution.
- ix) The bids (Technical & Financial) once submitted will be the property of the institute.
- x) Declaration and Authorisation form to be attached with Tender as per Annexure IV and Annexure-V.
- xi) The inspection team will check the sample of each item of the selected vendor.

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



Handwritten signature  
Authorised Signatory  
PRINCIPAL  
Govt. College of Engg. & Tech  
Jammu.

**Specifications of Glass Door Steel Almirah**

<b>MATERIAL</b>	
Material	M/S Sheet conforming to commercial quality
Material of Almirah doors	5 mm thick transparent glass sheet fixed in the MS sheet frame
Width of Glass sheet (mm)	330 mm
No. of Doors (Nos.)	02
No. of hinges with each door (Nos.)	03
Sheet Thickness of door in mm	1.24 mm (18 Guage)
Sheet Thickness of sides, back, top and bottom	1.0 mm (20 Guage)
No. of Shelves (Nos.)	5 Shelves (6 Compartments)
Finish	Synthetic Enamel
Sheet thickness of shelves	1.0 mm (20 Guage)
Material of Lock	Superior Lock with Handle
Material of Keys	Steel
Construction	Welded
<b>DIMENSIONS</b>	
Height (without pedestal) in mm	1800
Width in mm	910 millimeter
Depth in mm	480 millimeter
<b>COLOUR AND FINISH</b>	
Finish	High Quality Paint
Colour of Paint	Grey
<b>WARRANTY</b>	
Warranty Period in number of years	01 Year

**Specifications of Office Steel Almirah**

<b>MATERIAL</b>	
Material	M/S Sheet conforming to commercial quality
Material of Almirah doors	M.S Sheet
Sheet Thickness of door in mm	1.0 mm (20 Guage)
Sheet Thickness of sides, back, top and bottom	1.0 mm (20 Guage)
No. of Doors (in no)	02
No. of hinges with each door (Nos.)	03
No. of Shelves (No)	4 Shelves (5 Compartments)
Sheet thickness of shelves	1.0 mm (20 Guage)
Material of Lock	Superior Lock with Handle
Material of Keys	Steel
Construction	Welded
<b>DIMENSIONS</b>	
Height (without pedestal) in mm	1800
Width in mm	910 millimeter
Depth in mm	480 millimeter
<b>COLOUR AND FINISH</b>	
Finish	High Quality Paint
Colour of Paint	Grey
<b>WARRANTY</b>	
Warranty Period in number of years	01 Year



TECHNICAL BID DOCUMENT

**FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED VENDORS FOR  
SUBMITTING TENDER FOR PROCUREMENT OF \_\_\_\_\_**

1. Name of the Tenderer :

2. Details of Address of the Vendors :

(Attach details)

3. Proof of Registration or trade license :

(Attach copies)

4. PAN and GST registration no (attach copies) :

Certified that all above information are correct to the best of my/our information,  
knowledge and belief.

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Dated signature & seal of the OEM/Vendor



**<< Organization Letter Head >>  
DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

The prices quoted in the financial bids are subsidized due to academic discount given to GCET Jammu.

**NAME & ADDRESS OF  
THE Vendor/ Manufacturer / Agent**

**Phone**

**Fax**

**E-mail**

**Contact Person Name**

**Mobile Number**

**GSTIN Number**

**PAN Number**

**(Signature of the Tenderer)**

**Name:**

**Seal of the Company**



**MANUFACTURERS' AUTHORIZATION FORM**

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. Date: [insert date (as day, month and year) of Bid Submission]

**Tender No.:** [insert number from Invitation for Bids]

**To:** [insert complete name and address of Purchaser]

**WHEREAS**

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby author-ize [insert complete name of Tenderer] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty as mentioned in the terms and conditions of the tender document, with respect to the Goods offered by the above firm.

**Signed:** [insert signature(s) of authorized representative(s) of the Manufacturer]

**Name:** [insert complete name(s) of authorized representative(s) of the Manufacturer]

**Title:** [insert title]

**Duly authorized to sign this Authorization on behalf of:** [insert complete name of Tenderer]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]





**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. \_\_\_\_\_

