

## INVITATION FOR QUOTATION

TEQIP-II/2017/CH1G02/Shopping/181

11-Mar-2017

To,

### Sub: Invitation for Quotations for supply of Goods

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	<b>Balances 0.1mg</b>	10	On or before 31 <sup>st</sup> March 2017	Dr SS Bhatnagar University Institute of Chemical Engg and Tech, Panjab University, Chandigarh	Will be done at the site

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 II** 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, initialing, 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 in the prescribed format enclosed at Annexure II.

4. Each bidder shall submit only one quotation.

5. Quotation shall remain valid till **31<sup>st</sup> March 2017**.

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:

**Delivery and Installation - 90% of total cost**

**Satisfactory Acceptance - 10% of total cost**

10. All supplied items are under warranty of **24** months from the date of successful acceptance of items.

11. You are requested to provide your offer latest by **14:30** hours on **24-Mar-2017**.

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

13. Training Clause (if any): The company should provide training of the specified equipment at the time of installation without any additional cost. Also training of concerned person/technician on site.

14. Testing/Installation Clause (if any): Vendor has to install the equipment in the lab space provided at his own cost and test the equipment.

**15. Information brochures/ Product catalogue is mandatory and accompanied with the quotation clearly indicating the model quoted for.**

**16. The vendor has to provide the detailed list of institutions/companies (in India) where he has supplied the items along with the list, year of installation and contact person details.**

**17. Each bidder will submit bid under two bid system as follow:-**

**(a) First Envelop will contain:**

- i. Technical bid confirming specification, as per Annexure-I**
- ii. Information Brochure's/ Product catalogue clearly indicating the model quoted for**
- iii. Detailed list of institutions/companies (in India) where you have supplied these items along with the list and year of installation and contract person in details**

**(b) Second Envelop will Contain:**

**Financial bid indicating items wise price for items mentioned in the technical bid on the format at Annexure-II.**

**The Vendor will submit the quotation in above envelopes duly sealed. On first Envelop the vendor will mention Technical bid and on second envelop the vendor will mention price bid. Both these sealed envelope will be put in one closed envelope super scribing clearly the reference of NIQ and the date of opening of bid. The first envelope will be opened first After Evaluation of Technical bid, the second Envelop i.e. price bid will be opened only of those vendors who are meeting the technical specification.**

**18. Panjab University is having excise & custom duty exemption certificate , the copy of the same will be provided after placement of Purchase Order. The price quoted should be exclusive of excise duty.**

19. Sealed quotation to be submitted/ delivered at the address mentioned below,

**The Chairperson,  
TEQIP-II,  
Dr. S.S. Bhatnagar University Institute of Chemical Engineering and Technology,  
Panjab University,  
Chandigarh – 160 014**

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

(Authorized Signatory)

Name & Designation



**Annexure-II**

**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, 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 figures	In words	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: \_\_\_\_\_