

INVITATION FOR QUOTATION

TEQIP-III/2018/pmec/Shopping/16

07-Sep-2018

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	Executive office table	3	10	Berhampur	Yes as per Advertisement in website
2	Executive office table Premium	1	10	Berhampur	Yes as per website advertisement
3	Executive revolving chair	4	10	Berhampur	
4	Office table	2	10	Berhampur	
5	Side Table	1	10	Berhampur	Yes as per website advertisement
6	SS. S- type chair	6	10	Berhampur	
7	Table with box	1	10	Berhampur	

	cabinet				
8	Teak wood center table	1	10	Berhampur	
9	Teakwoodsofaset	1	10	Berhampur	

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, 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.
 - 3.7 The Tender Cost of Rs. 1000/- for the package is to be submitted along with the completed bid in the form of Demand Draft in favor of TEQIP Cell, PMEC Berhampur. Payable at Berhampur.
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:

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 **13:00** hours on **15-Sep-2018** .

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

13. Training Clause (if any)

14. Testing/Installation Clause (if any)

15. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

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

TEQIP Cell, Room 501, Parala Maharaja Engineering College, Sitallapalli, Berhampur, Odisha. Pin-761003

17. 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	Executive office table	Executive officetable of size: 5'-0"x3'-0"x2'-6". One side one drawer and one cupboard & other side CPU system fitted with 2'-0"x2'-6" size of 10m.m. glass and with keyboard slide. All material made out of pre laminated M.D.F. board.
2	Executive office table Premium	Executive office table of size: 6'-0"x3'-0"x2'-6". One side of the table should be fitted with three drawer & other side should be fitted with one drawer & one cupboard. All material made out of pre laminated M.D.F. board
3	Executive revolving chair	1.Mesh upholstery, Black plastic;2.Seat surface material: fabric and foam,size: 50W x50D cm; Backsize: 49W x51H cm3.PP armrest 4.Butterfly mechanism 5.Adjustable lumbar support6.Chromed gas-lift7.Chromed base with nylon casters.
4	Office table	Office table of size: 2'-0"x4'-0"x2'-6". One single drawer and UPS & CPU system fitted on this table with keyboard slide
5	Side Table	Side Table of Size 2'-0"x4'-0"x2'-6". One single drawer and UPS & CPU system with keyboard slide fitted on this table
6	SS. S-type chair	SS. S- type chair with arms
7	Table with box cabinet	Table with box cabinet of size: 4'-0"x2'-0"x2'-6". The table covered with three side & door system with other side with magnet fitted. Two nos. of glass selves should be fitted on this table
8	Teak wood center table	Teak wood center table. Top of the table should be fitted with glass.

9	Teak wood sofa set	Office Teak wood sofa set (3+1+1) with cushion fitted
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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: _____