



INVITATION LETTER

Package Code: TEQIP-III/2020/UP/deia/379  
Package Name: dei/inst/foe/FABLAB/Laser Machine

Current Date: 13-Mar-2020  
Method: Shopping Goods

Sub: INVITATION LETTER FOR LASER CUT AND ENGRAVING MACHINE

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,

Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
LASER CUT AND ENGRAVING MACHINE	1	Faculty of Engineering, Dayalbagh Educational Institute, Agra 282005	Yes with onsite Training

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 **30**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:

Payment Description	Expected Delivery Period (in Days)	Payment Percentage
Satisfactory Delivery & Installation	30	90
Satisfactory Acceptance	30	10

10. Liquidated Damages will be applied as per the below:  
Liquidated Damages Per Day Min %: N/A  
Liquidated Damages Max %: N/A
11. All supplied items are under warranty of **36** months from the date of successful acceptance of items and AMC/Others is.
12. You are requested to provide your offer latest by **10:30** hours on **27-Mar-2020**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **Training would be done at Faculty of Engineering, Dayalbagh Educational Institute, Dayalbagh Agra 282005**
15. Testing/Installation Clause (if any) **Testing/Installation would be done at Faculty of Engineering, Dayalbagh Educational Institute, Dayalbagh Agra 282005**
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, **TEQIP-III Office, Faculty of Engineering, Dayalbagh Educational Institute, AGRA - 282005, Uttar Pradesh**
19. We look forward to receiving your quotation and thank you for your interest in this project.

Dean,  
Faculty of Engineering  
Dayalbagh Educational Institute, AGRA 282005

**Annexure I**

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>
1	<b>Laser cut and engraving machine</b>	Work Area: 18*12 Inches Table Size: 20.4*14.7 Inches Max Part Size(W*L*H): 19.8*12.2*2.6 Inches Laser source: 30 W 10.6m Max Motor Speed: 40 Ips Interface: Ethernet (100BASE-TX/1000BASE-T, automatic switching), USB 2.0 Resolution: 125, 250 or maximum Focus Lens: Standard 2.0 Safety: Class I Laser Product Compliant with EN60825, Class II Laser Product Compliant with CDRH, 2006/42/EC Machinery Directive Compliance Substrate Base: Honey Comb Table Warranty: 03 Year

**Annexure 2:****ELIGIBILITY OF BIDDERS FOR SUPPLY OF LASER CUT AND ENGRAVING MACHINE**

1. Bidding company should be registered company in India with firm and registrar department and must be profit making company from last 5 years.
2. Product must be **comprehensively warranted for 3 years** from date of supply however bidder should be liable to give service support for minimum 5 years from date of supply. Bidder must have sales and service support in state.
3. The OEM Company should be preferably an ISO certified.
4. The OEM should not have been blacklisted by any Government department/PSU/PSE on the date of submission of bids against this tender.
5. OEM should have experience in successfully executing Order of similar nature during the last 5 year and executed at least 05 similar kind of work order in Government/SemiGovernment/PSU's/Govt., Institutes during last 05 financial years. (Documentary proof with satisfactory inspection & acceptance/installation & acceptance of the same should be attached).
6. The quoted products should not be under end of sales or end of support in next 05 (five) years from the date of submission. (Declaration should be submitted).
7. The bidding firm/company must be a single company and no consortium should be allowed.
8. The OEM should have average Turnover of Rs.25 (Twenty Five) Crores for the last 03 financial years. Copies of Annual report/balance sheet and a certificate from Chartered Accountant is also to be submitted.
10. Bidder should be having online facility for service support (Preferable).
11. Item have to be of VERY HIGH QUALITY, RELIABLE, RUGGED and HIGH in STRENGTH
12. If bidder is not OEM and if bidding on behalf of OEM, should be an authorised dealer/distributor of OEM and should submit the certification from the OEM.
13. All pricing should be inclusive of delivery at FoE, DEI, Agra, installation and training.
14. Full literature, brochure should be submitted along with proposal.

Orders of similar nature here means the Purchase Orders with same items as per the quotes with similar specifications, features and functions supplied to Govt./PSU/National Educational Institutes or national research laboratories within India.

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