



Dayalbagh Educational Institute (Deemed University),  
Dayalbagh, Agra - 282005, Uttar Pradesh

## INVITATION LETTER

Package Code: TEQIP-III/2019/UP/deia/312

Current Date: 25-Aug-2019

Package Name: dei/foe/inst/Furniture

Method: Shopping Goods

Sub: INVITATION LETTER FOR dei/foe/inst/Furniture

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	Place of Delivery	Installation Requirement (if any)
1	Tool Cabinet	4	Faculty of Engg., DEI, Dayalbagh Agra-282005	
2	Office Table1	10	Faculty of Engg., DEI, Dayalbagh Agra-282005	
3	Computer Table 1	100	Faculty of Engg., DEI, Dayalbagh Agra-282005	
4	Computer Chairs	100	Faculty of Engg., DEI, Dayalbagh Agra-282005	
5	Students Chairs	100	Faculty of Engg., DEI, Dayalbagh Agra-282005	

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 **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:

<b>Payment Description</b>	<b>Expected Delivery Period (in Days)</b>	<b>Payment Percentage</b>
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 **12** months from the date of successful acceptance of items and AMC/Others is .
12. You are requested to provide your offer latest by **16:30** hours on **09-Sep-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any)
15. Testing/Installation Clause (if any)
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 (Deemed University), Dayalbagh, Agra - 282005, Uttar Pradesh**
19. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

**Annexure I**

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>
1	Tool cabinet	Tool Cabinet, Size 910x685x500 mm (36"x27"x19") Made entirely from 1.25mm thick C.R. sheet fitted with five Drawers running on best quality sliding channel and 4" Heavy Quality Casters, Powder coating in blue shade.
2	Office Table1	Size 1250x760x760 mm (48"x30"x30") Fitted with four Drawers running on best quality sliding channels, one sliding tray in center and Top made from 1 mm mica laminated on ISI 19mm board with 10mm glass top. Painted with powder coating in light grey shade. Frame made from minimum 18 gauge MS pipe
3	Computer Table 1	Size 760x500x760 mm (48"x30"x30") Fitted with one Key Board Tray running on best quality sliding channels and Top & bottom shelves made from 1 mm thick mica laminated on ISI-19mm board . Powder coated in light grey shade. Frame made from 1"x1"x18 gauge MS pipe.
4	Computer Chairs	Fitted with Arms and best quality canned wooden frame seat & back, frame made from 1"x16- gauge round MS pipe. Powder coated in light grey shade.
5	Students Chairs	Fitted with Arms and best quality canned wooden frame seat & back, frame made from 1"x16-gauge round m.s. pipe. Powder coated in light grey shade. Fitted with wooden folding tablet of Top made from 1 mm mica laminated on ISI 19mm board size 18"x12"

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