



Jorhat Institute of Science & Technology, Jorhat, Assam

## INVITATION LETTER

Package Code: TEQIP-III/JIST/Furn-02

Date: 27-Aug-2019

Method: Shopping Goods

Package Name: Procurements of Furniture for laboratory and classrooms

To,

**Sub: INVITATION LETTER FOR supply of Furniture for laboratory and classrooms**

Dear Sir,

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	Laboratory work bench	24 Nos	TEQIP CELL JIST, JORHAT	Yes
2	Desk Bench	100 pairs	TEQIP CELL JIST, JORHAT	Yes

1. 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.

2. **Quotation**

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 2.4 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:
- Satisfactory Delivery and Installation: 10% of Total Cost**  
**Satisfactory acceptance: 90% of total cost**
- Liquidated Damages will be applied as per the below:  
Liquidated Damages Per Day Min %: N/A  
Liquidated Damages Max %: N/A
10. All supplied items are under warranty of 24 months from the date of successful acceptance of items and AMC/Others is **As applicable**.
11. You are requested to provide your offer latest by **14:00** hours on **9-Sept-2019**.



12. Detailed specifications of the items are at Annexure I.
13. Training Clause (if any): **Yes**
14. Testing/Installation Clause (if any): **Yes**
15. Performance Security shall be applicable: %: **0%**
16. Sealed quotation to be submitted/ delivered at the address mentioned below, **To,  
The Nodal Officer (Procurement), TEQIP-III, Jorhat Institute of Science &  
Technology (JIST), Chenijan, Sotai, Jorhat, 785010, Assam**
17. We look forward to receiving your quotation and thank you for your interest in this project.



(Authorized Signatory)

Name & Designation

**Annexure I**

Sl No	Item name	Specification
1	Laboratory work bench	Heavy table with granite top and steel frame with 0.90 M height, 0.60 M Width and 1.8 M length for performing experiments in Civil Engineering and Mechanical Engineering laboratories.
2	Desk Bench	Wooden desk having mica top with bench with a seating capacity of four students per bench. The desk should be of inclined type with shelf for keeping books and copies with a length of 6 ft., 14 inch width and of standard height.

**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. \_\_\_\_\_ (Amount in figures)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (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. \_\_\_\_\_