



Government College of Engineering and Technology,
Chak Bhalwal, Jammu

INVITATION LETTER

Package Code: TEQIP-III/2019/JK/gcej/176

Current Date: 14-Mar-2019

Package Name: TEQIP-III/GCET/Laptops

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR TEQIP-III/GCET/Laptops

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	Laptops	28	PRINCIPAL GOVT. COLLEGE OF ENGG. & TECHNOLOGY CHAK BHALWAL, JAMMU-181122 (J&K)	YES

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 **55** 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:

After Satisfactory Installation & Verification from the Concerned Deptt. - 100% of total cost

10. Liquidated Damages will be applied as per the below:
Liquidated Damages Per Day Min % : 0
Liquidated Damages Max % : 10

11. All supplied items are under warranty of **36** months from the date of successful acceptance of items and AMC/Others is **NA**.

12. You are requested to provide your offer latest by **16:00** hours on **04-Apr-2019**.

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

14. Training Clause (if any) **Yes**

15. Testing/Installation Clause (if any) **Yes**

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, **Government College of Engineering and Technology, Chak Bhalwal, Jammu, Chak Bhalwal, Jammu**

19. **Detailed specifications are attached as Annexure-I.**

20. **The offer/bid should be submitted in two bid systems (i.e.) Technical bid and Financial bid as per the format mentioned in Annexure- II& III.**

The technical bid should consist of all technical details along with commercial terms and conditions as per Annexure-II. Financial bid should indicate item wise price for the items mentioned in the technical bid as per Annexure-III.

21. **Technical Bid :**

The technical bid comprising of following documents should be sealed in envelope "A" mentioning Technical Bid on top of the envelope. The envelope must mention package no. and name.

i) The Technical Bid should be submitted as per the bid format. (Annexure-II)

ii) A compliance list against the technical specifications as per Annexure-I should be provided.

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

iv) Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act etc. For partnership firms, full name and address of each partner along with certified copy of registered partnership deed, copy of trade license. For proprietorship firms, full name and address of proprietor along with certified copy of trade license must be submitted.

v) Copies of PAN Card and GST registration no.

vi) A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government departments.

- vii) Copy of acknowledgement of Income Tax return for last three financial years.
 - viii) Warranty Certificate.
 - ix) Duly signed Declaration Certificate on letter head as per format (Annexure-IV).
 - x) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration must be submitted.
 - x) The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney by the Chief Executive Office/Managing Director of the Company to sign such documents.
- All documentary proof must be listed on the letterhead of the company. This part of bid should not contain any "Price information".**

22. Financial Bid :

- i) Financial bid should indicate item wise price for the items mentioned in the technical bid as per the format. (Annexure-III)
- ii) The price quoted should be F.O.R GCET Jammu.
- iii) All duties and other levies payable by the supplier under the contract shall be included in the unit price.
- iv) 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.
- v) The Prices should be quoted in Indian Rupees only.
- vi) The Financial bid should be sealed in envelope "B" mentioning Financial Bid on top of the envelope. The envelope must mention package no. and name.

23. Both the envelopes (containing Technical Bid and Financial Bid) should be packed in a big envelope and should subscribe the Shopping/Package No. and Name.

24. Opening of Bids:

- i) The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement mentioned in the NIQ).
- ii) The financial offer/bid will be opened only for the technically qualified bidders/vendors as decided by the technical committee, and will be opened subsequently for further price comparison.

25. Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical bids/Price Bids.

26. The Institute reserves the right to reject any tender not fulfilling the eligibility criteria.

27. Installation and Commissioning: Free of cost at GCET Jammu by the vendor.

28. IMPORTANT:

i) Tender submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

ii) Each tenderer shall submit only one quotation.

iii) In case of any dispute, the decision of the Principal of this Institute shall be final and binding on the bidders.

iv) In case the due date for submission of the tender happens to be a holiday, the same will be accepted on the next working day.

v) The Authority of GCET Jammu reserves the right to reject any or the entire tender received without assigning any reason thereof.

vi) The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids.

vii) Tenderer should submit the tender document, duly signed and stamped on every page in token of accepted all the terms and conditions of the tender.

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


Authorised Signatory
PRINCIPAL
Govt. College of Engg. & Tech
Jammu.

ANNEXURE I

Sr. No	Item Name	Specifications
1	Laptops	Laptop, 15.6-Inch Full HD (1080p) High Performance Gaming Laptop (8th Gen Intel i7 8750H Processor/1TB HDD+256GB SSD/FHD 1920 x 1080 IPS Display/16GB RAM/NVIDIA GTX 1050Ti 4GB or Quadro P600 4GB DDR5/VR Ready (Optional) /Win10 Pro/3- Year warranty, with Bag.

A handwritten signature in blue ink, appearing to be a stylized 'Q' or 'G' followed by a horizontal line.

TECHNICAL BID DOCUMENT**FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED VENDORS FOR SUBMITTING TENDER FOR
PROCUREMENT OF _____**

1. Name of the Tenderer :
2. Status of the Tenderer :
(Attach documents, if registered company/
partnership/propriety ship)
3. Whether OEM/ Authorized certificate holder :
(Attach copy in case of authorized certificate holder)
4. Details of Address of the Vendors :
(Attach details)
5. Proof of Registration or trade license :
(Attach copies)
6. Minimum 3 (three) years of experience in supply of Desktop :
PC/ Laptops (attach documents to support as per Annexure-II A
Clause 1)
7. PAN and GST registration no (attach copies) :
8. A certificate (Affidavit) of not debarred / blacklisted :
(Attach as per clause (vi) of 19)
9. Income Tax returns for last three financial years :
(Attach as per clause (vii) of 19)
10. Warranty / Guarantee Certificate: 3 years :
Comprehensive OEM Warranty
11. Point wise Technical Compliance Statement :
(Attach a separate detailed sheet as per Annexure-I)
12. Information Brochure / Literature, if any :
13. Signed copy of the tender document with :
Company seal
14. Make & Model of the quoted Laptop :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the OEM/Vendor



Ref No.: _____

Dated: _____

FORMAT FOR PRICE BID

(Format to be filled up by the Agency in the letter head)

Tender No _____ Date: _____

Name of Tender:

Item No.	Item Name	Unit Price (in Rs.)	Qty.	Total Price (in Rs. Excluding GST)

A. Total Price (excluding GST) :
B. GST @ ___ % :
Grand Total (A + B) :

Signature of the bidder with seal



DECLARATION

(Format to be filled up by the Agency in the letter head)

1. I, _____ Son /Daughter of Shri _____ Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. _____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

(Authorized Signatory)

Name & Designation



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. _____

