



## INVITATION LETTER

Package Code: TEQIP-III/JK/gcej/124

Current Date: 05-Apr-2019

Package Name: TEQIP-III/GCET/Library Books

Method: Shopping Goods

To,

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**Sub: INVITATION LETTER FOR TEQIP-III/GCET/Library Books**

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	Library Books	1	PRINCIPAL GOVT. COLLEGE OF ENGINEERING AND 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:

**On Completion - 100% of total cost**
  10. Liquidated Damages will be applied as per the below:

Liquidated Damages Per Day Min % : 0

Liquidated Damages Max % : 0
  11. All supplied items are under warranty of 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 **20-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: %
  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**

19. Detailed List (Department wise) is attached as Annexure-II in excel format.

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- III & IV.

**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-III)
- ii) A compliance list against the list of books as per Annexure-II should be provided in excel format.
- iii) Proof of Registration of the bidder.
- v) Copies of PAN Card and GST registration no.
- vi) Signed copy of the tender document, with company seal, agreeing to the terms & conditions must be submitted.

**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-IV)
- 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 bid not fulfilling the eligibility criteria.**

**27. Supply of Items:** Free of cost at GCET Jammu by the vendor.

**28. IMPORTANT:**

- i) A bid 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 bidder 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 bids received without assigning any reason thereof.

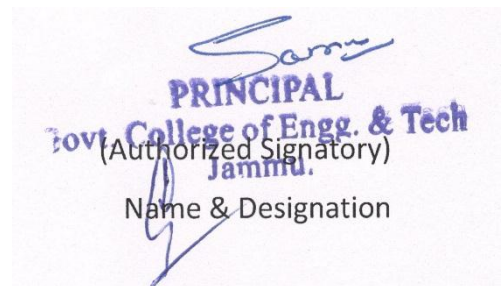
vi) The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids.

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

viii) The institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the technical evaluation committee of the institution.

ix) The bids (Technical & Financial) once submitted will be the property of the institute.

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



The image shows a handwritten signature in blue ink at the top. Below it is a blue official stamp that reads "PRINCIPAL" in large letters, followed by "Govt. College of Engg. & Tech" and "Jammu." in smaller letters. Below the stamp, the text "(Authorized Signatory)" is printed. At the bottom of the stamp area, the text "Name & Designation" is printed.

**Annexure I**

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>
1	Library Books	List of Books (Department wise) is attached in excel format at Annexure-II

A handwritten signature in blue ink, consisting of a stylized 'Q' followed by a horizontal line and a diagonal stroke.

**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. Details of Address of the Vendors :  
(Attach details)
  
3. Proof of Registration or trade license :  
(Attach copies)
  
4. PAN and GST registration no (attach copies) :

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

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Dated signature & seal of the OEM/Vendor



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

