



## INVITATION LETTER

Ref.

Date :

To,

.....  
.....  
.....

**Sub: INVITATION LETTER FOR.....**

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications and maximum budget are given at Annexure F,

Sr. No	Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
1	Digital Weighing Balance (Max. 50 Kg)	1	Mechanical Engineering Department, Jorhat Engineering College	No
2	Digital weighing balance (Max. 1kg)	1	Mechanical Engineering Department, Jorhat Engineering College	No
3	Hot air oven	1	Mechanical Engineering Department, Jorhat Engineering College	No

2. Jorhat Engineering College has received a credit from All Indian Council Technical Education towards the cost of the **RESEARCH PROMOTION SCHEME FOR NORTH EAST REGION (RPS-NER) projects 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 rewriting.
- 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 **90**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. 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.
8. Payment shall be made in Indian Rupees as follows:
- Satisfactory Acceptance - 100% of total cost**
9. Liquidated Damages will be applied as per the below:  
Liquidated Damages Per Day Min % : 0  
Liquidated Damages Max % : 0
10. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others is . **Calibration certificate must be provided with the measuring equipment.**
11. You are requested to provide your offer latest by **12 AM**hours on **13-July-2019**.
13. Detailed specifications and maximum budget of the items are at Annexure F.
14. Training Clause (if any) **One day training to the technical staff and faculty of Jorhat Engineering College**
15. Testing/Installation Clause (if any) **Equipment must be tested and installed at Mechanical Engineering Department, Jorhat Engineering College and calibration certificate is must for the measuring equipment.**
16. Performance Security shall be applicable: **NIL**

17. Annexure A, Annexure B, Annexure C, Annexure D, Annexure E, Annexure F
18. Sealed quotation to be submitted/ delivered at the address mentioned below,

**Office of the Principal  
Jorhat Engineering College  
Garmur Jorhat-785007 Assam**

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

(Authorized Signatory)

Name & Designation



Dr. Reeta Sarmah  
Principal,  
Jorhat Engineering College  
Jorhat - 785007

**Check list**

Documents		Check
Biodata (Annexure A)	Technical Bid	
Undertaking (self certificate) of no outstanding bankruptcy, judgment or pending legal action (Annexure B)	Technical Bid	
Copies of the credentials/ self-certificate (Annexure C)	Technical Bid	
Schedule of requirement (Annexure D)	Technical Bid	
Complete technical specifications and pamphlets	Technical Bid	
OEM's authorization letter (Annexure E)	Technical Bid	
Photocopy of PAN card	Technical Bid	
Photocopy of GST	Technical Bid	
Financial Proposal (Annexure F)	Financial Bid	

## **Bio-data : Annexure - A**

The bidder is required to submit the following information:

1. Name of the firm:
2. Name of the Proprietor /Partner/Managing Director etc.
3. Year of Establishment:
4. Postal address:
5. Telephone Numbers
6. E-Mail
7. Details of products you are dealing in :
8. List of Existing Clients
9. Has your firm ever been black listed by the Govt. or any other authority? Please give details and reasons thereof.
10. Are you income tax payee, if so please furnish following details
  - a) PAN
  - b) GST Registration No.
11. EMD Details:
12. DD (non refundable processing fees) details :

**Note:** There should not be any indication of price/rate/charges in Technical Bid of the tender. Conditional tenders will not be accepted.

**Declaration:**

I/ we do hereby declare that the entries made in the application are true to the best of my /our knowledge and belief. I/we do also confirm that I/ we have read and understood the General Conditions of Contract and agree to abide by the same in all respect.

I /we also undertake to communicate promptly to Jorhat Engineering College all the subsequent changes in conditions affecting the accuracy of the details given above.

Signature of Proprietor/ Director/ Managing Director

## **Annexure–B**

### Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed/ banned by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/ State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the ..... day of ..... 2019

Signature of Bidder \_\_\_\_\_

Name & Address of Bidder \_\_\_\_\_

Seal of the Firm/Company

Date:

## **Annexure –C**

**Details of the similar type of works completed by the Bidder (Attached Work order copy)**

**Name of the Bidder:**

Year	Name and type of works completed	Name and address of the buyer/ customer	Value of the works	Remarks

Signature & Date of the Authorized Signatory with Official Seal

Schedule of requirement: Annexure D

Sr.No.	Item Description
1.	

**Annexure - E**

MANUFACTURERS' AUTHORIZATION FORM\*

No. \_\_\_\_\_ dated

To

Dear Sir:

Tender Ref :

We \_\_\_\_\_ who are established and reputable  
manufacturers of

\_\_\_\_\_ (*name and description of goods offered*) having  
factories at

\_\_\_\_\_ *address*  
*of factory*)

do hereby authorize M/s \_\_\_\_\_ (*Name and*  
*address of Agent*)

to submit a bid, and sign the contract with you for the goods manufactured by us against the above  
tender Ref. No.

We hereby extend our full guarantee and warranty for the goods and services offered for supply by the  
above firm against this tender Ref. No.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.

\* Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.

**Annexure- F**



Sl. No.	Equipment	Specification	Number of unit required	Maximum Budget (including all expenditures)Rs.
1	Digital Weighing balance	<ul style="list-style-type: none"> <li>• Readability 0.001 g,</li> <li>• Capacity 1 kg</li> <li>• Pan size Minimum 125mm,</li> <li>• Large LCD with multipara meter display,</li> <li>• Response time 3 to 5 seconds,</li> <li>• Tearing range up to full capacity with power supply adaptor</li> <li>• Operating manual and Calibration certificate have to be provided</li> </ul>	1	60,000/-
2	Hot air oven	<ul style="list-style-type: none"> <li>• Maximum temperature 250 °C</li> <li>• Size minimum 18 × 18 × 18 inches</li> <li>• Number of shelves minimum - 2</li> <li>• Digital microprocessor based &amp; PID based temperature control with air circulation fan</li> <li>• Inbuilt auto tuning function</li> <li>• Accuracy ± 1°C</li> <li>• Resolution 1°C</li> <li>• Bright LED display</li> <li>• Inner Compartment- stainless steel body</li> <li>• Digital Pre-Set Timer</li> <li>• Inbuilt Calibration feature with reference to master PID controller</li> <li>• Equipped with rapid air circulation fan for uniform and homogenous heating and maintaining temperature inside the chamber</li> <li>• Calibration certificate and Operating manual has to be provided</li> </ul>	1	80,000/-

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