



**Engineering College, Ajmer,**  
(An Autonomous Institute of Govt. of Rajasthan)  
N.H.8 , Barliya Circle, Near Nareli Temple, Ajmer

**INVITATION LETTER for Classroom Furniture**

Package Code: TEQIP-III/2019/RJ/GECA/ 95

Current Date:

Package Name: GECA/TEQIP-III/2017-18/ Inst. Classroom

Method: Shopping Goods

Furniture

To,

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub: Invitation Letter For GECA/TEQIP-III/2017-18/ Inst. Classroom 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,

S. N.	Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
1	Front and Rear Module	21	Engg. College, Ajmer N.H. 8, Barliya Circle, Near Nareli Temple, Ajmer	Onsite installation and testing & commissioning required.
2	Middle Module	114		

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 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.
- 6.3. Incomplete quotation in any regards will not be considered for the evaluation. Vendor is required to submit complete quotation with all relevant documents.
7. The Quotations would be evaluated for all items together.
8. The prices submitted by vendor in quotation will be final and no negotiation for the price and terms and conditions will be entertained.
9. 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.
  - 9.1 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.
  - 9.2 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.
10. Payment shall be made in Indian Rupees as follows:  
**Satisfactory Delivery & Installation - 90% of total cost**  
**Satisfactory Acceptance - 10% of total cost**
11. **Delivery period : 45 days from the date of Purchase Order.**
12. Liquidated Damages will be charged at the rate of 0.01% per day, L.D. Max. 10% on pre tax billing amount if delivery period exceeds 45 days. Purchase Order shall be understood cancelled automatically without any prior notification if delivery period exceeds 60 days.
- 13 All supplied items are under warranty of **36 months** from the date of successful acceptance of items and AMC/Others.
14. Vendor/bidder must submit two bids concurrently, i.e technical bid and financial bid, with proper marking on envelopes.
- 15 You are requested to provide your offer latest by **10:00** hours on **20-Dec.-2019**, the quotation received within stipulated date and time shall be opened as follows :
  - i. Technical Bid at 10:00 AM on **20-Dec.-2019**.
  - ii. Financial Bid at 03:00 PM on **20-Dec.-2019**.



16 Technical bid contains followings:

- i The technical bids should contain the details specifications of items (As per Annexure-1). Any deviation should be highlights in the bid. Compliance sheet of technical specification of evaluation (in the order on given in Annexure-1) should be providing. Compliance Sheet of technical specifications is must.
- ii Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
- iii Only authorized dealer/ agency of Original Equipment Manufacturer (OEM) or OEM should apply against this invitation for bid. In the case of the bidder, offering to supply goods under the bid, which the bidder does not manufacture or otherwise produce, the bidder has to provide Manufacturer's Authorization Certificate for each item (excluding services) strictly as per format at Annexure -2. Bids submitted without authorization certificate for each item (excluding services) as per Annexure-2 will be summarily rejected.
- iv The OEM firm should have the valid ISO 9001:2015 and/or ISO14001:2015 certification as applicable (copies of ISO certificate(s) to be submitted.)
- v The bidder shall quote only one specific make/model from only specific OEM for each of the goods. Bid will be rejected if bidder provides more than one make/model for an item/good
- vi Vendor will have to submit an Affidavit on non-judicial stamp paper of Rupees 500.00 mentioning following:
  - a. The average turnover of the bidder quoting for the bid have Rs. 140 Lakhs during the last three financial years (2016-2017, 2017-2018 & 2018-2019).
  - b. The bidder has not been blacklisted **last five years** by Central Govt./State Govt./PSUs/Autonomous bodies.
  - c. Commercial warranty/guarantee of **36 months** on all supplied items, and agrees with the terms & conditions mentioned in the invitation letter.
- vii OEM firm or bidder must have executed at least :
  - \*One single order of similar items having value of Rs. 11.20 Lakhs  
(OR)
  - \*Two orders of similar items having value of Rs. 7.0 Lakhs.  
(OR)
  - \*Three orders of similar items having value of – Rs. 5. 60 Lakhs.

{Here,\*similar means 'supply and installation of **Classroom Furniture** for any Govt. Dept/PSU/reputed organization in the last three years i.e. 2016-2017, 2017-2018 & 2018-2019 till the date of invitation letter. Copies of purchase order must be submitted.



- viii Bidder must submit the latest GST Registration Certificate and copy of latest quarterly GST return.
17. The bidder must submit their financial bid in the prescribed format (Annexure-3) and no other format is acceptable.
  18. Training Clause (if any) : **Onsite full training required.**
  19. Testing/Installation Clause (if any) **Onsite installation and testing & commissioning required. The vendor should visit the site to understand the installation requirement.**
  20. Performance Security shall be applicable: **5% of pre tax billing amount**
  21. Purchase Order awarded bidder shall furnish one performance security of 5% of contract value (pre tax billing amount) in the form of bank guarantee valid for **39 months** from the scheduled date of completion of assignment.
  22. **Incomplete bids in any regards will be considered unfit and subject to cancelled without any notification. So it is suggested that vendor should submit complete quotation with all relevant documents.**
  23. Sealed quotation to be submitted/ delivered having title **“Quotation for Classroom Furniture”** at the address mentioned below, **Principal, Engineering College, Ajmer, N.H.8 , Barliya Circle, Near Nareli Temple, Ajmer.**
  24. We look forward to receiving your quotation and thank you for your interest in this project.

Dr. U.S. Modani

Principal



**Annexure-1**

**Student Furniture Desk cum Bench for 3 students**

**Front and Rear module:**

Desk size-1800mm(W) x 400mm(D) x 757mm(H)

bench size:- seat 1800mm(W) x 330mm(D) x 457mm (H)

Bench back size:-1840mm(W)x195mm(D)

All wooden panels are made from 18mm thick Pre-laminated twin board with PVC edge banding on all sides and should have corners rounded for safety.

After combining front and rear module, footprint should be minimum 1120 mm.

**Middle module:**

Desk size-1800mm(W) x 400 mm (D) x 757mm(H)

bench size:- seat 1800mm(W) x 330mm(D)x 457mm (H)

Bench back size:-1840mm(W)x195mm(D)

All wooden panels are made from 18mm thick Pre-laminated twin board with PVC edge banding on all sides and should have corners rounded for safety.

Footprint of the middle module should be minimum 950 mm.

**Understructure:**

All side metal frames and cross connectors should be made from combination of minimum 25x1.2mm thick round steel tubes which are welded together. The welded structures and cross connectors should be coated with min 45 micron thickness of epoxy polyester coating. Back supports which are provided at the rear back should be made of minimum 50 x 25 x 1.2 mm thick rectangular steel tubes and the tubes should be coated with min 45 micron thickness of epoxy polyester coating. The storage shelves should be made from 0.6mm thick MS sheet fixed below the desk top panel. Hooks should be provided on the vertical side frames on both side of the desk for hanging bags and should be made from 2mm thick mild steel sheet. All compact laminate seat and back panels should be assembled using M6 countersunk trilobular screws. Plastic caps made of PP copolymer must be provided on the rear frames. M6 bolt with glass filled nylon level adjusters are provided at the bottom of understructure to take care of unevenness in floor with height adjustment of approx. 15mm



**Annexure 2 (Invitation)**

**MANUFACTURER AUTHORIZATION FORM**

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

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir:

Package No. \_\_\_\_\_

We----- (Name of the OEM) who are established and reputed manufacturer of \_\_\_\_\_ (*name and description of goods offered*) having factories at \_\_\_\_\_ (*address of factory*) with factory registration no. --  
----- 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 bid.

We hereby extend our full warranty as per your invitation letter, for the goods and services offered for supply by the above firm against this Invitation for Bid.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer or OEM and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.



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

