



ENGINEERING COLLEGE, AJMER
(An Autonomous Institute of Govt. of Rajasthan)
Barliya Choraha National Highway No. – 8, Ajmer

www.ecajmer.ac.in

0145-2971024

Ref No. : ECA/TEQIP-III/2020/1625

QUOTATION INVITATION LETTER

Package Code: ECA/CRS-1-5757174289/High Precision Weighing Machine

Current Date : 02.02.2020

Package Name: ECA/CRS-1-5757174289/High Precision Weighing Machine

Method: Shopping Goods

Notice Inviting Quotations for **High Precision Weighing Machine** in **Engineering College Ajmer** invites quotations from reputed Manufacturers/Authorized Dealers/Bidder for procurement of mentioned item in point no. 1. All interested vendors are requested to send their quotation for supply of the items as per detailed technical specification given in point no. 1 and price bid as per the Price Bid format Annexure B. The Important information related to invitation letter is as follows:

Schedule

Date of Issue/Publishing	02/02/2020
Document Download/Sale Start Date	02/02/2020
Document Download/Sale End Date	17/02/2020 (11:30 A.M.)
Date & Time of Opening of Quotations	17/02/2020 (12:30 P.M.)
EMD	NIL
Onsite Warranty	One year (12 Months)
Quotation Validity days	90 days (From last date of opening of quotation)
Expected Delivery Period (In Days)	45
Address for Communication	TEQIP-III Office, Engineering College Ajmer, Barliya Choraha N.H.-8, Ajmer Rajasthan-305025.
Email Address	teqip@ecajmer.ac.in
Institute Website	www.ecajmer.ac.in



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To,

Sub: INVITATION LETTER FOR ECA/CRS-1-5757174289/High Precision Weighing Machine

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given below:

Sr. No	Item Name	Detailed Specifications	Quantity	Place of Delivery	Installation Requirement (if any)
1	High Precision Weighing Machine	Electro Magnetic Force Compensation, Under hook Weighing, capacity 220 gm or higher accuracy- 0.1 mg to 1 mg with closed chamber and LCD display, TARE, RS232C Interface, multiple weighing units, AC/DC power adapter, manual, and one year warranty and wooden box and cover.	1	EC Ajmer	Yes

2. Engineering College Ajmer has received a research grant from the **All India Council of Technical Education (AICTE) New Delhi** in collaboration with **Technical Education Quality Improvement Programme [TEQIP]-Phase III** Project under **Collaborative Research Scheme (CRS)** for TEQIP-III institutions in focus states and intends to apply part of the proceeds of this research grant under the CRS contract guidelines 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 and the bid/offer should be submitted in two bid systems (i.e.) Technical Bid and Financial Bid. The bidder shall submit the **Technical Bid and Financial Bids in separate sealed covers**, clearly super-scribing “**Technical bid for High Precision Weighing Machine**” and “**Financial bid for providing High Precision Weighing Machine**”, respectively. *These two sealed covers shall be put in another cover which should also be sealed, signed and duly super-scribed “Tender for providing High Precision Weighing Machine with Package Code ECA/CRS-1-5757174289/High Precision Weighing Machine”.*
5. Quotation shall remain valid for a period not less than **90** days after the last date of opening of quotation.
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 an quotation 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 **0.67%** 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 the delivery period exceeds 60 days.

13 All supplied items are under warranty of **12** months from the date of successful acceptance of items.

14 You are requested to provide your offer latest by **11:30 A.M.** on 17.02.2020 **The quotation received within the stipulated date and time shall be opened as follows:**

a. Technical Bid at 12:30 P.M. on 17.02.2020

b. Financial Bid at 02:00 P.M. on 17.02.2020.

15. Technical bid contains followings:

- i The technical bids should contain the details specifications of items (As per point no. 1). Any deviation should be highlighted in the bid. Compliance sheet of technical specification of evaluation (in the order given in point no. 1) should be provided. Compliance Sheet of technical specifications is must.
- ii Information brochures/ Product catalogue 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 -A**. Bids submitted without authorization certificate for each item (excluding services) as per **Annexure-A** will be summarily rejected.
- iv 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.
- v 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. 1,15,000 during the last three financial years (2016-2017, 2017-2018 & 2018-2019).
 - b. The bidder has not been blacklisted in the **last five years** by Central Govt./State Govt./PSUs/Autonomous bodies.

- c. Commercial warranty/guarantee of 12 months on all supplied items, and agrees with the terms & conditions mentioned in the invitation letter.
- 16 The bidder must submit their financial bid in the prescribed format (Annexure B) and no other format is acceptable.
- 17 Training Clause (if any): **Onsite full training required.**
- 18 Testing/Installation Clause (if any): **Onsite installation and testing & commissioning required. The vendor should visit the site to understand the installation requirement.**
- 19 The Bidder should submit the Sealed Quotation to **“The Principal, Engineering College, Ajmer”**.
- 20 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.
- 21 Sealed quotation to be submitted/delivered at the address mentioned below, **Engineering College, Ajmer, NH-8, Barliya Circle, Ajmer -305025(Rajasthan).**
- 22 The bidder must submit the company details viz. **Firm Registration Certificate, GST Registration Certificate, last quarter filled GST.**
- 23 The quotation would be opened on **17.02.2020 at 12:30 P.M.** at **TEQIP-III Office, Engineering College Ajmer, Rajasthan India– 305025**, in the presence of bidder representative who choose to attend the opening. The bidder representative who is present shall sign an Attendance Sheet evidencing their attendance.
- 24 Details of Service Centres and Service support facilities from where services would be provided during and after the warranty period must be enclosed with their bid.
- 25 Notwithstanding the above, the Institute reserves the right to accept or reject any quotation(s) and to cancel the process and reject all quotation(s) at any time.
- 26 Dispute if any shall be subjected to the jurisdiction of Rajasthan in Ajmer.
- 27 College will not be responsible for any of postal delay.

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

Dr. U.S. Modani

Principal

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 FINANCIAL 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. _____