

University College of Engineering and Technology,
Karni Industrial Area, Pugal Road,
Bikaner-334004

INVITATION LETTER

Date: 30/01/2020

Package Name: Stationary Items

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR STATIONARY ITEMS

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,

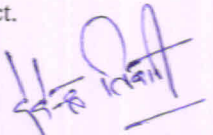
Sr. No	Brief Description	Delivery Period (In days)	Place of Delivery
1	Stationary Items	15	University College of Engineering & Technology, Karni Industrial Area, Pugal Road, Bikaner 334004

2. Quotation,
 - 2.1 The contract shall be for the full quantity as described in annexure 1.
 - 2.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
 - 2.4 Applicable taxes shall be quoted separately for all items.
 - 2.5 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.
 - 2.6 The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than **55 days** after the last date of quotation submission.
5. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

[Handwritten signature]

- 5.1 are properly signed ; and
- 5.2 Confirm to the terms and conditions, and specifications.
6. The Quotations would be evaluated for all items together.
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.
- 7.1 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.
- 7.2 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 %: 0.01
Liquidated Damages Max % : 10
10. You are requested to provide your offer latest by 12:00 hours on 13/02/2020 Quotations received will be opened on same day at 13.00 hours.
11. Detailed specifications of the items are at **Annexure I**.
12. Sealed quotation clearly indicating on top "Quotation for Stationary Items" to be submitted/ delivered at the address mentioned below, **University College of Engineering & Technology, Karni Industrial Area, Pugal Road, Bikaner-334004**
17. We look forward to receiving your quotation and thank you for your interest in this project.


Nodal Officer Procurement
UCET, Bikaner

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: _____

Annexure - I

S. No.	Item Name	Specification	QTY	Make (To Be Filled By Supplier)	Rate (To Be Filled By Suppliers)	Total Amount
1	Index File	Pulp Board, Cloth Binding, Neelgagan/Ajay	200			
2	Ring File	Ring File Hard Board Material	300			
3	Spring File	Deluxe Quality Laminated Cobra File as per Sample	250			
4	Register 180 pg	60 gsm, 180 ruled sheets size 295x187mm with hard cover	150			
5	Flags (Page Marker)	Color flag	80			
6	Marker Pen	Blue, Black, Red, Green	90			
7	White Board Marker Black	Camlin/Luxor/Faber-Castell	40			
8	White Board Marker Blue	Camlin/Luxor/Faber-Castell	40			
9	White Board Marker Red	Camlin/Luxor/Faber-Castell	20			
10	White Board Duster	For White Board	20			
11	Cello tape 1"	50 meter per pic, Cello/Wonder/Myglue	30			
12	Cello tape 2"	50 meter per pic, Cello/Wonder/Myglue	30			
13	Stapler 10 no.	Kangaro/Kores	30			
14	Stapler 24/6 no.	Kangaro/Kores	50			
15	Stapler Pin 10 no.	Kangaro/Kores	40			
16	Stapler Pin 24/6 no.	Kangaro/Kores	50			
17	Punching Machine Small	Size - Dp 52 Punching Capacity 20 Sheets	30			
18	Ball pen Black	045 Reynolds Fine Carbure	100			
19	Ball pen Blue	045 Reynolds Fine Carbure	100			
20	Ball pen Red	045 Reynolds Fine Carbure	100			
21	Scale Plastic	Camel/Natraj	70			
22	Pencil	HB, Natraj/Doms/Apsra	60			
23	Sharpner	Faber-Castell/Natraj/Doms	60			

File

24	Notice Board Pin	Ashoka/Camlin	40				
25	Pointer and cell		6				
26	Glue Stick	15 gm, Kores/Favistick	70				
27	Gum Bottel	Size- 300 ml	20				
28	Highlighters	Kores /Luxor/Camel	50				
29	Whitener pen	Kores/Luxor/Camel	40				
30	All Pin Box	with Magnet	20				
31	Brown Tape 1"	50 meter per pic, Cello/Wonder/Myglue	20				
32	Brown Tape 2"	50 meter per pic, Cello/Wonder/Myglue	20				
33	Ream	A4 Size, 75 GSM	100				
Total Including Tax							

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