

University College of Engineering and Technology

Karni Industrial Area, Pugal Road, Bikaner-334004

INVITATION LETTER

Package Code: TEQIP-III/RJ/gceb/16

Date: 19-Jul-2019

Package Name: Books for Central Library

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR Books for Central Library

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	Books for Central Library	1	UCET, Bikaner	NA

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 as per Annex-I
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:

Satisfactory Acceptance - 100% of total cost
10. Liquidated Damages will be applied as per the below:

Liquidated Damages Per Day Min % :0.01
Liquidated Damages Max % : 10
11. All supplied items are under warranty of **N/A** months from the date of successful acceptance of items and AMC/Others is **NA**.
12. You are requested to provide your offer latest by **12:00** hours on **02-Aug-2019**. **Received quotations will be opened on same day at 01:00 PM.**
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **NA**
15. Testing/Installation Clause (if any) **NA**
16. Performance Security shall be applicable: **05%**
17. Information brochures/ Publisher 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,

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

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

(Authorized Signatory)

Name & Designation

Annexure I

Terms & Conditions

1. Vendor can be book seller/Distributor/Publisher or anyone who should have an experience of at least 3 years to supply & sale of engineering & other technical books (Proof to be enclosed with Quotation).
2. The Vendor will give Income Tax Permanent Account number (PAN NO.)
3. The publisher/ book sellers/vender shall have to record the following certificates on the bill, failing which the supply will not be accepted. The vendor will have to give the following certificates on the bills:-
 - A. "The prices have been correctly charged in accordance with the publishers invoice and the publisher's catalogue".
 - B. In case of International edition a certificate would be required stating that "Indian reprint edition is not published".
 - C. When low price edition/paper back edition are not supplied a certificate would be required stating that" No low price edition/Paper back edition for the books (mentioned at S. no ____, ____,) are available".
 - D. Firm has not supplied books below the rates as quotation in tender document.
4. Latest G.O.C Conversion rate Circular, if applied to be enclosed with bills.
5. Price proof of the books should be as per G.O.C Letter if price are not published in Books.
6. The Defective or Duplicate Books will be returned on Vendor's cost.
7. The Losses of any damage in transit if any will be accounted of the Vendor(s).
8. Rates of conversion of International currency in Indian Rupees will be applicable as per G.O.C Letter (Enclosed it with Challan/Bill for ready Ref.).
9. For Verification of the price charged by the vendor for International books, the vendor has to submit Latest photo Copies of the Publisher's invoice or bills of the Distributors or the Publisher's Catalogue.
10. In case of short supply penalty will be levied as follows:-
 - A. In Case short supply up to 25% of order quantities – 2.5%**
 - B. In Case short supply up to 50% of order quantities – 5%**
 - C. In Case short supply up to 75% of order quantities – 7.5%**
 - D. In Case short supply more than 75% of order quantities – 10%**
11. Every Volume is carefully checked in respect of pagination, sound condition of the books etc. before being sent to Library of University College of Engineering & Technology, Bikaner. If any defect is discovered at our end even at a later stage and even after books have been stamped and processed in the Library, the Supplied Books will have to be replaced at their own cost.

12. Latest version of published books must be supplied. If any discrepancy is discovered at our end even at a later stage and even after books have been stamped and processed in the Library, the Supplied Books will have to be replaced with latest edition at their own cost.
13. Details of the books like Author, Title, Publisher, Rate, Vol., Edition etc should be clearly mentioned in the Format for Price Quotation as well as computerized Invoice.
14. Part payment will not be made.
15. Incomplete or Wrong information will disqualify the vendors at any time. If at any time it is found that the information provided by the vendor is false about publication, services and related matter resulting losses in any form to the College then the security money is liable to be forfeited.
16. For any dispute/ arbitration the legal jurisdiction will be that of the judicial court at Bikaner.
17. The vendor shall submit an affidavit to the effect that he is never blacklisted by any Govt. Library including Universities and Colleges.
- 18. Vendor must provide rate for all the required books. Partial quotation will not be considered in this procurement process.**
19. Quotation should be filled in following format (Final price and total to be filled in **Format for Quotation Submission** as given on page no 06)

Sr. No.	Book Details (Title, Author name, Edition etc)	ISBN/ Publisher Detail	Price as per publisher catalogue	offered discount in %	Price after discount

List of required Books are attached herewith in a separate file.

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. _____