

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

INVITATION LETTER

Package Code:

Date: 23/01/2020

Package Name: Consumables

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR Consumables

Dear Sir,

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

| S.No. | Proposed Chemicals /laboratory ware | Specifications | Number of units |
|--------------|--|---|------------------------|
| 1. | Glass Beakers | 25ml, 50ml, 100ml, 250ml, 500ml | 1 Box(6pc) each |
| 2. | Droppers | 3 ml | 2 Pkt (100Pc) |
| 3. | Vials | 5ml,10ml,15ml | 100pc,20pc, 20pc |
| 4. | Magnetic Beads | Small, Medium, Large | 5pc each |
| 5. | Aluminum Foil Paper | 20 meter | 10 Pkt |
| 6. | Forceps | 5'',6'',8'' | 03pc each |
| 7. | Desiccators | Material:- Premium Plastic/Polycarbonate Dia. :- 300mm | 01pc |
| 8. | Petri Dish | BFC Borosilicate Glass Petri Dish Glass - 100 X 17mm | 10pc |
| 9. | Clamp | Three-prong extension clamp Maximum Grip Size 3.5 in. (89mm) Extension Arm 6 in. (15cm) | 02 pc |
| 10. | Gloves | Exam Gloves, Powder-Free, Textured Fingers, Beaded Cuff, Single-Use Only, Non-Sterile | 1 Box(100 pairs) |
| 11. | Wash Bottle | Low Density Polyethylene Made WASH Bottles 1000ML | 05pc |

| | | | |
|-----|--|--|-----------------------|
| 12. | Glass slides | Microscope Glass Slides Pack of 50 slides 75 X 25 X 1.4 mm | 05 Pkt |
| 13. | Micropipette | 05-50 μ L | 01 |
| 14. | Spatula | 6'',8'',10'',Semi micro 8'', Stainless Steel | 02pc each |
| 15. | Butter Paper | Size 9 x 10 inch | 100 Pc |
| 16. | Syringe | Generic Reusable Multiple Function Plastic Syringe Injector 5ml | 100pc |
| 17. | Syringe Filter | Single use only, non-pyrogenic, housing limit 150psi(10 Bars),0.45 μ m | 50pc (1Pkt) |
| 18. | Furnace Gloves | High Temperature Safety Gloves for Heat Resistant Upto 300 degree Celsius | 01 |
| 19. | Diamond Cutter | Generic Metal Glass Cutter, Material: MetalColor: Multicolor Package Contents: 1-Piece Glass Cutter Robust design,Non corrosive,Durable | 01 |
| 20. | Substrate cleaning stand (Customized) | Teflon sheet with glass road | 01 |
| 21. | Hydrochloric acid | AR grade | 2 bottles of 500ml |
| 22. | Acetone | AR grade | 3 bottles of 500ml |
| 23. | Isopropanol | AR grade | 2 bottles of 500ml |
| 24. | Sulfuric Acid | AR grade | 2 bottles of 500ml |
| 25. | Titanium tetra isopropoxide | AR grade | 1 bottles of 500ml |
| 26. | Acetylacetone | AR grade | 1 bottles of 500ml |
| 27. | Citric acid | AR grade | 500gm |
| 28. | Calcium nitrate tetrahydrate | AR grade | 500gm |
| 29. | Ammonia | AR grade | 500ml |
| 30. | Di-Ethanolamine | AR grade | 500ml |
| 31. | 2-Methoxy Ethanol | AR grade | 500ml |

2. Quotation

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 Corrections, if any, shall be made by crossing out, initialling, 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

5.1 are properly signed; and

5.2 Confirm to the terms and conditions, and specifications (as per annexure-I)

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. All supplied items should be delivered in **30 days**

11. You are requested to provide your offer latest by **12:00** hours on **07/02/2020**. **Quotations received will be opened on same day at 13.00 hours.**

12. Detailed specifications of the items are at Annexure I.
13. Training Clause **NA**
14. Testing/Installation Clause (if any) **Department of Ceramic Engineering,UCET,Bikaner.**
15. Performance Security shall be applicable: **05 %**
16. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for in hard copy.
17. Sealed quotation to be submitted/ delivered at the address mentioned below, **University College of Engineering and Technology, Karni Industrial Area, Pugal Road, Bikaner-334004**
18. We look forward to receiving your quotation and thank you for your interest in this project.

PI-CRS
Department of Ceramic Engineering
UCET,Bikaner

Annexure I

| S.No. | Proposed Chemicals /laboratory ware | Specifications | Number of units |
|-------|-------------------------------------|--|------------------|
| 1. | Glass Beakers | 25ml, 50ml, 100ml, 250ml, 500ml | 1 Box(6pc) each |
| 2. | Droppers | 3 ml | 2 Pkt (100Pc) |
| 3. | Vials | 5ml,10ml,15ml | 100pc,20pc, 20pc |
| 4. | Magnetic Beads | Small, Medium, Large | 5pc each |
| 5. | Aluminum Foil Paper | 20 meter | 10 Pkt |
| 6. | Forceps | 5'',6'',8'' | 03pc each |
| 7. | Desiccators | Material:- Premium Plastic/Polycarbonate Dia. :- 300mm | 01pc |
| 8. | Petri Dish | BFC Borosilicate Glass Petri Dish Glass - 100 X 17mm | 10pc |
| 9. | Clamp | Three-prong extension clamp Maximum Grip Size 3.5 in. (89mm) Extension Arm 6 in. (15cm) | 02 pc |
| 10. | Gloves | Exam Gloves, Powder-Free, Textured Fingers, Beaded Cuff, Single-Use Only, Non-Sterile | 1 Box(100 pairs) |
| 11. | Wash Bottle | Low Density Polyethylene Made WASH Bottles 1000ML | 05pc |
| 12. | Glass slides | Microscope Glass Slides Pack of 50 slides 75 X 25 X 1.4 mm | 05 Pkt |
| 13. | Micropipette | 05-50 μ L | 01 |
| 14. | Spatula | 6'',8'',10'',Semi micro 8'', Stainless Steel | 02pc each |
| 15. | Butter Paper | Size 9 x 10 inch | 100 Pc |
| 16. | Syringe | Generic Reusable Multiple Function Plastic Syringe Injector 5ml | 100pc |
| 17. | Syringe Filter | Single use only, non-pyrogenic, housing limit 150psi(10 Bars),0.45 μ m | 50pc (1Pkt) |
| 18. | Furnace Gloves | High Temperature Safety Gloves for Heat Resistant Upto 300 degree Celsius | 01 |
| 19. | Diamond Cutter | Generic Metal Glass Cutter, Material: MetalColor: Multicolor Package Contents: 1-Piece Glass Cutter Robust design,Non corrosive,Durable | 01 |

| | | | |
|------------|---------------------------------------|------------------------------|--------------------|
| 20. | Substrate cleaning stand (Customized) | Teflon sheet with glass road | 01 |
| 21 | Hydrochloric acid | AR grade | 2 bottles of 500ml |
| 22. | Acetone | AR grade | 3 bottles of 500ml |
| 23. | Isopropanol | AR grade | 2 bottles of 500ml |
| 24. | Sulfuric Acid | AR grade | 2 bottles of 500ml |
| 25. | Titanium tetra isopropoxide | AR grade | 1 bottles of 500ml |
| 26. | Acetylacetone | AR grade | 1 bottles of 500ml |
| 27. | Citric acid | AR grade | 500grm |
| 28. | Calcium nitrate tetrahydrate | AR grade | 500grm |
| 29. | Ammonia | AR grade | 500ml |
| 30. | Di-Ethanolamine | AR grade | 500ml |
| 31. | 2-Methoxy Ethanol | AR grade | 500ml |

FORMAT FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

Date: _____

To: _____

| Sl. No. | Description of goods \ (with full Specifications, Make and Model No.) | 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. _____