

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

INVITATION LETTER

Package Code:

Date: 02.03.2020

Package Name: Desktop

Method: Shopping Goods

To,

Sub: Invitation Letter for Desktop

Dear Sir,

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

| Sr. No | Brief Description | Quantity | Delivery Period(In days) | Place of Delivery | Installation Requirement (if any) |
|---------------|--------------------------|-----------------|---------------------------------|---|--|
| 1 | Desktop | 2 | 30 | University College of Engineering & Technology, Karni Industrial Area, Pugal Road, Bikaner 334004 | No |

2. Quotation,

- 1.1 The contract shall be for the full quantity as described above.

- 1.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- 1.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
- 1.4 Applicable taxes shall be quoted separately for all items.
- 1.5 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.
- 1.6 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.

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 are under warranty of **36** months from the date of successful acceptance of items and AMC/Others is NA.
11. You are requested to provide your offer latest by **14:00** hours on **16-March-2020** and quotation opening date is scheduled on **16-March-2020** at **2.30 PM** in **Seminar Hall, UCET Bikaner**.
12. Detailed specifications of the items are at **Annexure 1**.
13. Training Clause (if any) **As per Annexure 1**.
14. Testing/Installation Clause (if any) **No**
15. Performance Security shall be applicable: **5%**
16. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
17. Sealed quotation clearly indicating on top **“Quotation for Desktop”** to be submitted/ delivered at the address mentioned below,
- Mr. Janardan Kundu**
UCET Bikaner, Pugal Road,
Karni Industrial Area, Bikaner-334004
Ph. No: 9432583409
18. We look forward to receiving your quotation and thank you for your interest in this project.

Principal Investigator (CRS)
Department of Electrical Engineering
UCET, Bikaner

Annexure 1

| Sl.No | Item Name | Technical Parameter Specifications |
|-------|-----------|--|
| 1 | Desktop | 21.5 inch Screen Intel Core i3 4 GB Memory 1 TB HDD Free DOS |

Special Terms and conditions:

- The bidder should provide details of service center and information on service support Facilities/escalation service matrix that would be provided after the warranty period.
- The bidder should furnish detailed technical description and original literature of the Machine.
- The bidder should arrange for pre dispatch inspection of the machine before the final delivery if suggested by the department/institution.
- The Manufacturer should have trained and qualified customer support staff with ample experience in the required field. The details of the same should be provided.
- The bidders should submit the proof of supplying the required items to the reputed institutions like IIT, NIT and other TEQIP III funded colleges in the last three years.
- The bidder should provide undertaking regarding installation/commissioning, and after sales service of the instruments and training/ demonstration to at least two persons of the Lab/Department of the institution.
- Certificate to the effect is required to be submitted by the bidder undertaking that the “price quoted is not more than the cost of the equipment (with same / similar specifications)” which was sold to other Govt. organizations, Universities and institutions during last one year.

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: _____