

E-5

**PROCUREMENT OF GOODS
UNDER
NATIONAL SHOPPING
PROCEDURES**

(For Contracts valued less than the equivalent of US \$50,000 each)

No. / Category of quotation: RIT/TEQIP/E5/FUR/July 2005/04

INVITATION FOR QUOTATION FOR SUPPLY OF Table, Chair

1. You are invited to submit your competitive quotation for the following goods:

Sr. No.	Description	Qty	Unit	Quoted Unit Rate in Rs.	Total Amount (Rs.)
A	Office Table				
	Ø AS 203	08	Nos		
B	Office Table				
	Ø AS 403	11	Nos		
C	Office Table				
	Ø AS 803	12	Nos		
D	Executive revolving High Back Chair				
	Ø LTB 141	01	Nos		
E	Executive revolving High Back Chair				
	Ø NUB 161	01	Nos		
F	Seminar Chair				
	Ø SEM – 102	01	Nos		
	Gross Total Cost Rs.				

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 250 Million towards the cost of the TEQIP 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. The management reserves the right to change above mentioned terms and conditions without any prior notice and reason.

4. Eligibility Criteria

- Vendor should be approved and recognized by respected **principle manufacturers** for all products.
- Vendor should have carried out at least **three similar projects** and turnover of the organization **more than Rs. 10 lakhs** in each of the last 2 consecutive years
- Vendor should have filed at least last two **years Income Tax Returns** (a copy of proof to be attached)

- d. More than **10 employees on permanent** roll.
- e. At least one **customer care/support center** located in Western Maharashtra.
- f. The vendor should have at least **3 experienced, qualified professionals to install**, to maintain the proposed work as well as to render support for exiting network. The identity card with photograph should be given to all site engineers who are working at our campus.
- g. The vendor shall not **assign or sublet the contract** to any other sub-vendor.

5. Bid Terms

- a. Each bidder shall submit only one quotation
- b. Quotation to be submitted under the prescribed format only which is attached
- c. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing dating and rewriting at the full discretion of the Institute.
- d. All duties, taxes and other levies payable by the vendor under the contract shall be mentioned and included in the total price.
- e. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f. The prices should be quoted in Indian Rupees only.
- g. All necessary product information to be submitted along with the quotation
- h. The agency quoting should be International recognized and branded

6. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

7. Evaluation of Quotations

The Purchase will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed confirm to the terms, conditions, specifications and compatibility.

8. Awards of contract

The Purchase will award the contract to the bidder whose quotation has been determined to be substantially responsive, completeness of the eligibility criteria's, competitive and performance oriented.

- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and cancel the bidding process and reject all quotations at any time period to the award of contract.

- b. The vendor 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.
- c. After accepting the order, the vendor will be required to furnish the **security deposit for amount Rs.5,000/-** (Twenty fifty thousand only), which will be released only after completion of warranty period.
- d. Based on the performance management reserve all the rights to alter, extend or terminate the contract, without prior notice and reason.

9. Installation and commissioning

- a. The Installation and commissioning period of the Project is two weeks from the date of Commencement of contract.
- b. The vendor has to submit the progress report to Institute. The vendor should prepare detail documentation regarding work-in-progress, security polices & procedures. The vendor should maintain greater secrecy of said documents and other related information throughout the lifetime of the Project. The vendor must provide details, manuals and necessary training to concerned staff of the Project.
- c. The vendor needs to take all necessary precautions before replacement, installation and setting of computer components. The necessary power protections and disturbances etc must be checked and informed by the vendor in order to avoid electrical problems.
- d. The vendor will arrange the transportation, taxes, duties, levies, octroi etc. of material, services, spare units, standby units etc. at his own cost to and from our site. The vendor will be solely responsible for damage of units or spare parts during transit. The vendor will arrange the lodging, boarding and traveling at his own cost.

10. Warranty & Support

- a. The warranty period of the Project will be started after successfully installation.
- b. Three year comprehensive, non-carry and on site warranty for all products.
- c. During warranty period, the vendor will set right the all functioning units, which will include replacement of unserviceable material. The replaced material should be newer and equivalent or higher in performance, make and type of original one.

11. Payment Terms

- a. 75% after delivery of entire material
- b. 15% after installation and successful implementation
- c. 10% after commissioning

12. Breach of Contract

Security deposit will be liable to be forfeited for non-compliance of the terms & conditions of the contract.

14. Submission

You are requested to provide your offer **latest by 12:30 hours on or before 25th July 2005.**

Contact Address:

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