



Dr. S.S. Bhatnagar University Institute of Chemical Engineering & Technology, Panjab University, Chandigarh-160014

INVITATION LETTER

Ref. No. Dr.SSBUI CET/TEQIP-III/2020/ 631

Package Code: TEQIP-III/2019/CD/uict/380

Current Date: 09-Jan-2020

Package Name: Incubator Shaker

Method: Shopping Goods

Dear Sir/Madam,

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

Brief Description	Quantity	Delivery Period (In Days)	Place of Delivery	Installation Requirement (If Any)
Incubator Shaker	01	30	Dr. SSBUI CET, Panjab University, Chandigarh	Will be done at site.

1. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Program (TEQIP)-Phase III** Project and intends to apply part of the proceeds of this credit to eligible payments under the purchase for which this invitation for quotations is issued.
2. **Quotation: -Should be submitted under two bid system (Technical and Financial Bid).**

The Technical bid envelop will contain following documents.

- i. Make and Model offered, its features and complete specifications.
- ii. Universities/Institutes to whom this equipment has been supplied in last two years ending March 31, 2019 and name of the contact persons along with their phone noø.
- iii. The turnover of the company /firms for the last three years ending March 31, 2019
- iv. Name of your Principal supplier/ Manufacturer.

Note: Price should not be indicated in the Technical bid otherwise the bid will be rejected.

3. **Financial bid envelop will contain financial bid on one prescribed Performa Annexure-2.**

- i. **Both sealed envelopes of Technical and Financial bid** may be sealed in one bigger Envelop and sent to **Project Head TEQIP-III, Dr. SSBUI CET, Panjab University, Chandigarh** on or before due date and time.
- ii. The **Technical bid will be opened first** and after evaluating the same according to our requirements and desired documents, price bid will be opened for those who qualify technically.

4. **Terms and Conditions**

- a. The contract shall be for the full quantity as described above.
- b. Corrections, if any, in specifications for matter offered and rates & terms and conditions shall be made by crossing out, initialing, dating and re-writing.
- c. All duties and other levies payable by the supplier under the contract shall be included in the unit price.
- d. Applicable taxes shall be quoted separately for all items.
- e. 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.
- f. **The Prices should be quoted in Indian Rupees only.**
- g. Each bidder shall submit only one quotation.
- h. Quotation shall remain valid for a **period not less than 3 months** after the last date of quotation submission.
- i. Conditional and unsigned quotation will not be accepted.
- j. The Tenderer must ensure that the equipment being offered is a new one and not refurbished or repaired one.
- k. If any of the equipment supplied by the Tenderer is found to be substandard/ refurbished or not in accordance with the description /specification or otherwise faulty, the institute has the right to reject the equipment or its part(s). The prices of such equipment shall be refunded by the vendor with 18% interest if such payments for such equipment have already been made to him.
- l. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from the TEQIP office at the cost and risk of supplier including all other charges.
- m. In case of any loss/damage to equipment and supplies during the transportation from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. Dr. SSBUI CET will not be liable to any type of losses in any form.

- n. The offering firm should clearly mention whether they are the manufacturer or authorized agent/dealer of the manufacturer.
- o. The Tenderer should mention in the *Technical bid* the response time for attending to a complaint about the equipment by TEQIP office.

5. Evaluation of Quotations

The Purchase Committee, TEQIP-III will evaluate and compare whether the quotations determined to be substantially responsive and technically acceptable:

- a. are properly signed ; and
- b. Confirm to the terms and conditions, and specifications.

6. The Quotations would be evaluated for all items together.

Award of contract:

The Project Head TEQIP-III 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.

- a. Notwithstanding the above, the Project Head, TEQIP-III, Dr. SSBUI CET, Panjab University 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.
- b. The bidder whose bid is accepted will be notified of the award of contract by the Head TEQIP-III, Dr. SSBUI CET, Panjab University, prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. Payment shall be made in Indian Rupees as follows:

Delivery and Installation - 90% of total cost

Satisfactory Acceptance - 10% of total cost

- 8. All supplied items are under warranty of 3 Years from the date of successful acceptance of items.
- 9. You are requested to provide your offer latest **on or before 31 January, 2020 by 04:00 PM.**
- 10. Detailed specifications of the items are at **Annexure 1.**

11. Training Clause (if any)

Two weeks training should be provided free of charge at the premises of Dr. SSBUI CET out of which one week should be on equipment usage & software and one week in maintenance

- 12. **Testing/Installation Clause (if any):** The equipment and software should be installed and tested to the specifications *free of cost.*

13. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for in Technical Bid. A set of User's manuals and Service manuals of the main instrument, attachments and related equipment should be supplied with the equipment.
14. Sealed quotation to be submitted/ delivered at the address mentioned below,
**TEQIP CELL,
2nd Floor, Dr. S. S. Bhatnagar University Institute of Chemical Engineering & Technology,
Panjab University, Chandigarh-160014**
15. 5% GST will be applicable since the equipment is for Research and Development purposes. Concessional GST certificate will be provided at the time of issuance of the purchase order.
16. Tenders received after the due date will not be accepted. If the last date for submission of Tender falls on any declared holiday in the University, the next working day will be considered as the last date for the same.
17. Telegraphic/electronic/conditional offers will not be accepted.
18. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

Annexure 1

TECHNICAL SPECIFICATIONS OF INCUBATOR SHAKER

Compact table top or bench top refrigerated shaker.	
Speed	30-350 RPM
Drive	non geared DC Motor

Temperature Range	10° to 70° C
Temperature control	should be of PID based microprocessor controller with digital Indication.
Universal tray	of size 420 x 420 mm to accommodate different volumetric flasks.
material of construction	Galvanized and Powder coated steel
Electrical Requirement	230 V, 15 A, Single Phase, 50 Hz
Product Warranty	3 years
System should capable to accommodate 2 litre Erlenmeyer flask	
Complete user list of model should be quoted providing complete contact details.	
Relevant product leaflet/literature should be attached.	

ANNEXURE-2
FORMAT FOR QUOTATION SUBMISSION
(On the letterhead of the supplier with seal)

To _____

Date: _____

Sl. No.	Description of goods (with full Specifications)	Quantity	Unit	Quoted Unit Rate in Rs. (Including Ex-Factory price, excise duty, packaging and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/guarantee commitments)	Total Price (In INR only) (A)	Sales tax and other taxes payable	
						In %age	In Figures (B)
Total Price							

Gross Total Cost (A+B) (in INR): _____

- i. 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.
- ii. 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.
- iii. 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: _____