



Z.H. College of Engineering & Technology, Aligarh Muslim University,
Aligarh, 202002

INVITATION LETTER

Package Code: TEQIP-III/2019/zcet/309

Current Date: 24-Jun-2019

Package Name: Classroom Chairs-2-ELED

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR Classroom Chairs-ELED

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	Classroom Chairs	30	Dept. of Electronics Engg. ZHCET, AMU	No

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 **30**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.
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 % :N/A
Liquidated Damages Max % : N/A
11. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others is **No**.
12. You are requested to provide your offer latest by **12:00** hours on **08-Jul-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **No**
15. Testing/Installation Clause (if any) **No**
16. Performance Security shall be applicable: **0%**
17. Information brochures/ Product 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, Principal, Z.H. College of Engg. & Tech. Aligarh Muslim University, Aligarh-202002, UP
19. The bidder should have registration as supplier with Aligarh Muslim University or must have DGS&D Registration/ registration with any Central Govt. organization.
20. We look forward to receiving your quotations and thank you for your interest in this project.

Note: Please indicate the quotation reference no. (given at the top of page 1 of this letter) on the quotation envelope.

(Authorized Signatory)
Dr. S. Fahad Anwar
Coordinator In Charge TEQIP-III

Annexure I

Sr. No	Item Name	Specifications
1	Classroom Chairs	<p>Materials: (A) Stainless steel 202 grade & guage = 16 or 18 minimum. (B) Wood 19 mm ply board 0.8 mm mica glass finish. (C) Plastic high quality medium soft handle high quality plastic shoes.</p> <p>Size: 19.25 inches Top Length 21.0 inches Bottom 18.75 inches Width 16.00 inches High Sitting 23.5 inches Writing Top Height</p> <p>Structure: 25 mm dia soncity brand polished pipe frame. 18 mm base pipe for sitting shell and joint connection. 18 mm separate handle pipe perfectly welded for writing top. 12 mm dia pipe for 5 mm dia wire curved mesh to accommodate book or laptop wrack type.</p> <p>Writing Top: 20"x12"/15.5" wooden writing top covered by glass finish mica brown colour or dark brown, containing side handle 2.0 inches width and 3.5 inches length. Top writing pad should move silently up word only must be rested over s.s handle with plastic or rubber covers.</p> <p>9" Length and 2" width robber plastic for hand rest.</p> <p>Shoes: 25mm plastic shoes to covered legs of chair.</p> <p>Finishes: R. gun welding polished finished with minimum joints. All joints must be strong and well-polished all finishes must be smooth and shine polished. Electrical s. s. welding use if necessary but must be well finished. Edges of wooden top must be perfect covered by wooden plastic tape with machine colour. Colour or handle black or machine with top. Any poor quality or bed finishes in any part of chair will not be accreted at all.</p> <p>Note: Suppliers submitting quotations shall also produce a sample chair in the Chairman's Office, Electronics Engineering Department, ZHCET, AMU Aligarh.</p>

SWP05-0109-011



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. _____