



GOVT. OF ASSAM
BINESWAR BRAHMA ENGINEERING COLLEGE
P.O. & Dist. Kokrajhar (BTC) Assam

Phone & Fax No: 03661- 218250 Email: bbeckokrajhar@gmail.com website: bbec.ac.in

No. BBEC/TEQIP/2019/CRS/07

Date: 06/12/2019

INVITATION LETTER FOR QUATATION

To,
The Vendors

Dear Sir/Madam,

We herein invite quotation to supply the different items in the Lab of Dr. Vineeta Gautam (PI), Assistant Professor, Department of Chemical Engineering, Bineswar Bhrama Engineering College, Kokrajhar, Assam. These instrument/equipments/items are purchasing under the CRS project “**Develop novel polyaniline based composite materials to fabricate electrochemical biosensors for detecting some common disease biomarkers**” Project Number 1-3720664633. We are requesting to the concern persons/companies/suppliers submit their competitive quotation for the following goods/item(s).

Sr.No	Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
1	Chair Table Rack Stool	2 2 2 4	Sensor Laboratory, PI: Dr. Vineeta Gautam Department of Chemical Engineering Bineswar Brahma Engineering College Chandrapara, Kokrajhar, BTAD, Assam-783370	Annexure I

The specifications details of the items are given at Annexure I. When preparing your quotation, please be guided by the term and condition and form attached here to as Annexure II and III respectively. Sealed quotations along with 3 years Tax return certificate and product brochures/catalogue may be submitted on or before 21st December. 2019 by Courier mail/ speed post to the address below

Dr. Vineeta Gautam (PI)
Department of Chemical Engineering
Bineswar Brahma Engineering College,
Chandrapara, Kokrajhar (BTAD) Assam-783370, Assam
Attention: Dr. Vineeta Gautam (PI)/Principal

For any queries contact: gauamvinita09@gmail.com, 09365114227

BBEC Kokrajhar looks forward to receive your quotation within due time limit and thank you for your interest in this project. The final quotation will be selected by the purchasing committee.

(Authorized Signatory)

Name & Designation
Principal
Bineswar Brahma Engineering College
Kokrajhar



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Annexure I

Sr. No	Item Name	Specifications
	Chair	WXH: 52cm X 93cm , frame metal, upholstery type : cushion
	Table	72"x36"x30"
	Rack	Close Rack, 72"x24"x17"
	Stool	24" H (2, Piece) & 18" H (2, piece)



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Annexure II

Terms and Conditions

- 1) The contract shall be for the full quantity as described above; corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- 2) All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3) Applicable taxes shall be quoted separately for all items.
- 4) 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.
- 5) The Prices should be quoted in Indian Rupees only.
- 6) Each bidder shall submit only one quotation
- 7) Quotation shall remain valid for a period not less than **30** days after the last date of quotation submission.
- 8) Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and Confirm to the terms and conditions, and specifications.
- 9) The Quotations would be evaluated for all items together.
- 10) 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.
- 11) Expected Delivery Period (in Days): All the item(s) should be delivered within 30 days from the award of contract to the successful bidder
- 12) 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.
- 13) 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.
- 14) Payment shall be made in Indian Rupees as follows:

Payment Description	Payment Percentage
On delivery & installation	10
On satisfactory acceptance	90
- 15) Liquidated Damages will be applied as per the below:

Liquidated Damages Per Day Min %:	0.01
Liquidated Damages Max %:	10
- 16) You are requested to provide your offer latest by **14:00** hours on/before **21st Dec 2019**
- 17) All supplied items should be under the warranty of **12** months from the date of successful acceptance of items and AMC/Others are: **Yes**
- 18) Testing/Installation Clause (if any) **Yes**
- 19) Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

Annexure III

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. _____