



(Please quote "Ref. No." in all future correspondence)

Ref.No.NITUK/TEQIP-III/Procurement/2019/17/(XI)/RQI/1237

Date: 13 AUG 2019

INVITATION FOR QUOTATION

Package Code: TEQIP-III/2019/nitu/66

Method: Shopping Goods

Package Name: NITUK/2018/ME/39/STEREO ZOOM MICROSCOPE

To
All Concerned Vendors,

Sub: Invitation letter for NITUK/2018/ME/39/STEREO ZOOM MICROSCOPE.

Dear Sir,

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

S. No.	Item Name	Specification	Qty.	Delivery Period	Place of Delivery	Training, (if any)	Testing & Installation, (if any)
1.	Stereo Zoom Microscope	Annexure-I	01 (One)	60 days	TEQIP Cell, NIT Uttarakhand, Srinagar (Garhwal)	YES	YES

Fund: 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.

GENERAL TERMS AND CONDITIONS:

1. **Eligibility Criteria:**

- Turnover: Rs.15 lacs average turnover in last three years.
- Bidder should not be BLACKLISTED by any Govt. Institution/Organization (**Annexure-II**).

2. **Preferably criteria:**

- Experience: A minimum of 3 years' experience of supplying similar items.
- Past experience dealing with supply of similar kind of items (**Annexure-III**).

3. **Warranty:** All supplied items are under warranty of minimum of 12 months from the date of successful acceptance of items.

4. **Delivery period:** Within 60 days of receipt of Supply Order.

5. **Training, (if applicable):**

Training on operation and handling of equipment/software shall be free of cost as per Institute's requirement at NIT Uttarakhand Parent Campus, Srinagar (Garhwal).



6. **Testing/Installation, (if applicable):** Full installation and testing/ demonstration shall be free of cost at NIT Uttarakhand Parent Campus, Srinagar (Garhwal).

7. **Bid submission/Opening and delivery:**

S.No.	Details	Date	Time
1.	Notification of Bids	13.08.2019	-
2.	Last date of submission of Bid	27.08.2019	05:30 PM
3.	Opening of Bids	27.08.2019	05:35 PM

Bid should be submitted in sealed envelope only to the following address:
Bid delivery Address: Coordinator (TEQIP-III), Temporary Campus: Government ITI, Srinagar (Garhwal), Distt. Pauri Garhwal, Uttarakhand-246174, INDIA

8. **Quotation:**

- The contract shall be for the full quantity as described above.
- Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- All duties and other levies payable by the supplier under the contract shall be included in the unit price.
- Applicable taxes shall be quoted separately for all items.
- 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.
- The Prices should be quoted in Indian Rupees only.
- Each bidder shall submit only one quotation.
- Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

9. **The quotation should include the following information, if applicable:**

- The copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company firm or partnership etc. in India.
- Report on financial status (balance sheet and auditor's report for the past three years).
- Details of the similar equipment ordered by Government/Autonomous Institute(s) as per **Annexure-III**. Please enclose the self-certified copies of similar nature of Purchase Order/Supplied (minimum two) preferably with Government Institutes.
- Details of service/support centers located in India nearest to the NIT Uttarakhand, Srinagar Garhwal.

10. **Evaluation of Quotations:** The Buyer 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. The Quotations would be evaluated for all items together.

11. **Award of contract:**

- a) The Buyer 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.
- b) Notwithstanding the above, the Buyer 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.
- c) The bidder whose bid is accepted will be notified of the award of contract by the Buyer prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Purchase Order.

12. **Performance Security:** The Performance Security shall be submitted by the successful bidder and shall be 5% of the estimated value of the item. The Performance Security shall be valid upto complete warranty period of goods plus 60 days.

13. **Payment:**

Delivery and Installation	–	0% of total cost
Satisfactory Acceptance	–	100% of total cost

The payment shall be made through NEFT & RTGS on submission of **BILLS IN TRIPLICATE**.

OTHER TERMS AND CONDITIONS:

1. The price should be quoted on F.O.R. NIT Uttarakhand, Srinagar Garhwal delivery basis. The details regarding manufacturing country of origin should be mentioned specifically against the article (if applicable).
2. It is essential to indicate specification(s) of the item(s) being quoted by you. If specification(s) is/are not indicated, it will be assumed that specification(s) is/are as per the quotation enquiry.
3. All prices quoted are to be recorded as per the format attached as **ANNEXURE-IV**. The prices quoted are to be handwritten/typed on the letter head of firm/company.
4. **Quotation shall remain valid for a period not less than 90 days after the last date of quotation submission.**
5. The bidder must quote their Registration number of GST, PAN etc. whichever applicable on their bid, without which the bid will not be entertained.
6. Any other tax, if applicable, should be included in the price quoted, but it must be shown separately by indicating percent being levied upon the item. In the absence of details regarding applicable taxes, it will be presumed that the rates quoted by the firm are inclusive of all taxes on F.O.R. at NIT Uttarakhand basis.
7. The complete Quotation Invitation shall be awarded to such technically qualified bidder who is identified as lowest bidder for overall value of the tender.
8. Copy of authorization certificate by the manufacturer/company for selling of above mentioned article should be attached with the bid.
9. As per Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Govt. of India letter no.TU/V/RG-CDE(1268)/2018 dated 08-01-2019, NIT Uttarakhand is eligible to avail customs duty exemptions, Integrated Tax (Rate)/Central Tax(Rate)/Union Territory Tax (Rate) exemptions on purchase of equipment mentioned in



Notification used for research purpose only. The exemption certificate, if require will be issued on demand.

10. **Failure and termination of Contract:** Should you fail to deliver the stores or any part thereof within the period prescribed for delivery, the Director, National Institute of Technology, Uttarakhand shall be entitled at his option to take any one or more of the following steps:
- To recover from you as liquidated damages a sum equivalent to 0.05% of the price of the undelivered stores or deficiency in the material, at the stipulated rate, for per day basis during which the delivery of such stores may be delayed, subject to maximum limit in the case of an order exceeding Rupees One Lakh in value in 10% and in case of an order not exceeding Rupees One Lakh in value of 5% of the stipulated price of the stores so undelivered.
 - To purchase elsewhere on your accounts at your risk the theft or any damages etc. undelivered or other of a similar description or in the opinion of the Director, National Institute of Technology, Uttarakhand are not readily procurable, without cancelling the contract in respect of consignment not yet due for delivery.
 - To cancel the contract.

In the event of action being taken under (b) or (c) above, you shall be liable to make good for any loss, which the Institute may sustain by reason of higher price of stores, so purchased or the otherwise, however.

The decision of the Director, National Institute of Technology, Uttarakhand shall be final as regards to the acceptability of stores supplied by the seller and the Director, National Institute of Technology, Uttarakhand shall not be required to give any reason in writing or otherwise at time of the rejection of stores.

INCOMPLETE OR CONDITIONAL BIDS WILL BE SUMMARILY REJECTED.

Alam
BJB/19
Director

Copy to:

1. Concerned HoD/Indenter
2. Coordinator (TEQIP-III)
3. Nodal Officer (Procurement/Finance)
4. Assistant Registrar (Stores)
5. Executive (Procurement/Finance)
6. Office of the Registrar
7. Office of the Director
8. Guard file – for record only



CHECKLIST OF THE DOCUMENTS TO BE PROVIDED WITH BID

The enclosures have to be attached in the serial order as mentioned hereunder:

S.No.	Particulars	Yes/No/NA
1.	The copies of documents defining the constitution or legal status, place of registration and principal place of business of the company firm or partnership etc. in India (as applicable).	
2.	The Certificate for the Status of the firm (as applicable) – (enclose the copy)	
3.	Self-certified declaration or certificate issued by Competent Authority as a proof of proprietary (in case of proprietorship firm) – (enclose the copy)	
4.	OEM certificate or in case of supplier other than OEM, the authorization letter issued by OEM must clearly mention that the supplier (name) is authorized to quote/sale/supply the item on behalf of OEM to the Institute doing the procurement or the jurisdiction of area covered assuring full guarantee and warranty obligations during the liability period, for the goods offered in record (as applicable) – (enclose the copy).	
5.	Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.	
6.	Details of service/support centers located in India nearest to the NIT Uttarakhand, Srinagar Garhwal.	
7.	PAN (enclose the copy)	
8.	GST Number (enclose the copy)	
9.	Signed copy of Annexure–I in letter head of firm	
10.	Signed copy of Annexure–II in letter head of firm	
11.	Signed copy of Annexure–III in letter head of firm (enclose the copies of past experience)	
12.	Signed copy of Annexure–IV in letter head of firm	
13.	Experience certificate of minimum 3 years' for supplying similar items, as per 1(a) of General Terms and Conditions (enclose copy of all related documents)	
14.	Annual Turnover as per 1(b) of General Terms and Conditions (enclose copy of all related documents)	
15.	Self-attested copy of complete Quotation Invitation letter	
16.	Copy of Balance Sheet with Profit & Loss Account for last three financial years (duly attested by Chartered Accountant)	
	2015-16	
	2016-17	
17.	Income Tax return for last three financial years	
	2015-16	
	2016-17	
18.	Any other document	

Date:

Signature:

Place:

Name of Firm _____

(with stamp)

ANNEXURE-I

TO BE PRINTED ON BIDDERS OWN LETTER HEAD
Specification

Optical body	Trinocular body
Zoom ratio	1 : 7
Objective zoom range	0.65x – 4.5x or higher
Eye piece	SWF 10X / 22mm (high eye point super widefield eyepieces)
Working distance	100 mm
Interpupillary distance adjustment	55 mm – 75 mm
Binocular head inclination	45°
Diopter adjustment	+/- 5 diopter
Optical body rotation	360 deg reflected and transmitted illumination volt input 22v/50 Hz top halogen lamp 6V 15V adjustment brightness bottom fluroscent/LED lamp 5 W
Accessories	2x auxiliary lens, wide field 10x or 15x or 25x eyepieces, and any other all necessary.
Camera specifications	Compatible CMOS (5 MP or higher) camera with video, image capture and advanced image processing software.
Computer Specifications	Monitor – 21", CPU – 500 GB Hard drive, 4 GB RAM, Windows 10 Operating system, I5 Processor or higher, UPS – 650 VA.

Date:

Signature:

Place:

Name of Firm _____

(with stamp)

ANNEXURE-II

TO BE PRINTED ON BIDDERS OWN LETTER HEAD

REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN QUOTATION INVITATION

I / We _____ hereby declare that the firm namely
M/s. _____ has not been
blacklisted or debarred in the past by Union/ State Government or Organization from taking part
in Government tenders in India.

OR

I / We _____ hereby declare that the firm namely
M/s. _____ was blacklisted or debarred
by Union/ State Government or any Organization from taking part in Government tenders for a
period of _____ years w.e.f. _____ to _____. The period is
over on and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / We are fully aware that the tender/contract will be
rejected/cancelled by Director, NIT Uttarakhand, and Performance Security shall be forfeited.

In addition to the above the Director, NIT Uttarakhand will not be responsible to pay the bills for
any completed/partially completed work.

Date:

Place:

Signature:

Name of Firm _____

(with stamp)



ANNEXURE-III

TO BE PRINTED ON BIDDERS OWN LETTER HEAD

S.No.	Date of Order	Institute's Name	Name of equipment ordered	Quantity	Order value (in ₹)	Whether successfully completed the Order (Yes/No)

NOTE: Please enclose the self-certified copies of similar nature of Purchase Order/Supplied (minimum two) preferably with Government Institutes.

Date:

Place:

Signature:

Name of Firm _____

(with stamp)



ANNEXURE-IV

TO BE PRINTED ON BIDDERS OWN LETTER HEAD

Name of the Firm and address: _____
GST Number: _____
PAN Number: _____
Correspondence Email id: _____
Mobile Number: _____

PRICE QUOTE FORMAT

S. No.	Description of goods including warranty period (with full Specifications)	Qty.	*Price Per Unit (in ₹)	Amount (in ₹)
1.				
Total(A)				
Custom Duty/GST/Other (B)			Custom Duty _____%	
			IGST _____%	
			CGST _____%	
			SGST _____%	
			Any other Taxes _____%	
Net Amount C (A+B)				
Net amount in words:				

*Price inclusive of Quoted Unit rate in Rupees (Including Ex-Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/guaranty commitments).

We agree to supply the above goods in accordance with the technical specifications as per **Annexure-I** for a total contract price of ₹ _____ (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 (*as per Point No.3 of General Terms and Conditions*) shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Quotation 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.

Date: _____ Signature: _____
Place: _____ Name of Firm _____
(with stamp)

