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भारत सरकार / Government of India

मानव संसाधन विकास मंत्रालय / Ministry of Human Resource Development

उच्चतर शिक्षा विभाग / Department of Higher Education

भारतीय भाषा संस्थान / Central Institute of Indian Languages

मानसगंगोत्री, हुणसूर रोड, मैसूर – 570006 / Manasagangotri, Hunsur Road, MYSORE- 570006

No. F. 6/6-6/2016-17/UTRC(L)

6th July 2017

Dear Sir,

Sub: Invitation of quotation for supply of Air Conditioners to UTRC (L) – reg.

Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment from the reputed manufacturers through their authorized vendors.

| Sl. No. | Particulars | Qty Required |
|---------|------------------------------|--------------|
| 1. | 2 Ton Split Air Conditioners | 05 Nos. |
| 2. | 1 Ton Air Conditioners | 02 Nos. |

TERMS AND CONDITIONS

Delivery & Installation : Within 15 days from the date of PO issued at
Urdu Teaching & Research Centre,
TC/42-V, Vibhuti Khand, Gomti Nagar,
Lucknow-226010

Prices : Prices must include all applicable taxes &
Installation Charges (if any)

Warranty : Normal on-site from the date of successful delivery

2. Quoted Price:

- The tenderer shall quote for items in the format of quotation attached;
- All duties, taxes and other levies payable by the tenderer (including Sales tax on the finished goods) shall be included in the item rate.

- c) The Installation charges may also be mentioned if any.
- d) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- e) Rates for supply of partial quantity of an item are not acceptable.
- f) Corrections if any shall be made by crossing out, initialling with date and rewriting.

¹ (a) The specifications should be drafted to permit the widest possible competition and at the same time present a clear statement of the required standards of workmanship, materials, and performances of the goods to be procured. Minimum functional specifications should be specified for equipment. Only if this is done will the objectives of economy, efficiency and fairness in procurement be realized, responsiveness of quotations be ensured and the subsequent task of evaluation of quotations facilitated.

(b) Wherever the Goods are covered by Bureau of Indian Standards, the reference to the Standards should be given. If ISI marking is available it should be specified.

(c) Reference to Brand name and catalogue number should be avoided as far as possible. Where unavoidable, they should be followed by the words "or at least equivalent"

3. Each tenderer must submit only one quotation.

4. **Installation :** The installation of the Air conditioners to be done at Urdu Teaching and Research Centre, TC/42-V, Vibhuti Khand, Gomti Nagar, Lucknow-226010.

5. **Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

6. **Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- a. The evaluation will be done including the Sales tax. If the tenderer has not included the Sales tax in his quotation for the item rate, and has also not indicated the rate of Sales tax applicable, the quoted rate will be treated as though it is inclusive of the Sales tax and no extra payment for Sales tax will be made;
- b. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) may be treated as non-responsive, if so desired by the purchaser. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

7. **Award of contract:**

- a. The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- b. The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.

- c. The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- d. Payment shall be made after the delivery of the goods and their acceptance.
- e. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as “**Quotations for the supply of Air Conditioners to the UTRC (L)**” Due on **22/07/2017 latest by 17:00 hours**. The quotations should be addressed to **The Assistant Director (Admn.), Central Institute of Indian Languages, Hunsur Road, Manasagangotri, Mysore-06.**

We look forward to receiving your quotations.

Yours faithfully,
Sd/-
Asst. Director (Admin) i/c

FORMAT OF QUOTATION

| Sl. No. | Description of the Item | Rate | Qty. | Total Amount (inclusive of All applicable taxes) |
|------------|-------------------------|------|------|---|
| 1. | | | | |
| 2. | | | | |

Gross Total Cost: Rs..... (in words.....).

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (in figures) (Rs.....
(in words), within the period specified in the Invitation for Quotations.
2. We also confirm that the warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date:.....