



# Himachal Pradesh Technical University

(A State Government University)

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## INVITATION LETTER

**Package Code: TEQIP-III/HP/hruh/4**

**Current Date: 06-Mar-2019**

**Package Name: HPTU/TEQIP Cell/Furniture**

**Method: Shopping Goods**

**Sub: INVITATION LETTER FOR HPTU/TEQIP Cell/Furniture**

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	Computer tables with chairs	14	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	yes
2	Officer Table	7	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	
3	Steel Almirah	7	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	yes
4	Executive Chair	7	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	yes
5	Centre Table	7	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	yes
6	visitor chair	14	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	

7	Racks (Steel)	21	Himachal Pradesh Technical University (HPTU), Hamirpur, Himachal Pradesh- 177001	yes
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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 **180** 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:

**Delivery and Installation - 100% of total cost**

10. Liquidated Damages will be applied as per the below:  
Liquidated Damages Per Day Min % : 0.01  
Liquidated Damages Max % : 10
11. All supplied items are under warranty of months from the date of successful acceptance of items and AMC/Others is .
12. You are requested to provide your offer latest by **14:00** hours on **22-Mar-2019**.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) **yes**
15. Testing/Installation Clause (if any) **yes**
16. EMD Rs. 15000/- in shape of DD in favour of The Finance officer HPTU Hamirpur Himachal Pradesh 177001
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, **TEQIP Coordinator Himachal Pradesh Technical University, Gandhi Chowk Hamirpur Himachal Pradesh 177001**
19. We look forward to receiving your quotation and thank you for your interest in this project.

**Sd/-**

(Authorized Signatory)

TEQIP Coordinator

HPTU Hamirpur (H.P)

**Annexure I**

Sr. No	Item Name	Specifications
1	Computer tables with chairs	Width: 750mm, Depth: 400mm, Height: 750mm. The MDF board used for top, keyboard tray should be of minimum density of 750kg/m <sup>3</sup> and shall be of 19 mm thickness with laminated sheet of .06mm thick. The top shall be of grey colour. ... Only ISI marked MDF board and laminate should be used.
2	Officer Table	Office Table (1500X750X750) with Side Unit Three Drawer with lock and Pedestal
3	Steel Almirah	The dimension outer is 1980×916×486 MM Multi bend construction and inter locking design and full length over lapping doors and sides. Three-way bolting mechanism. Spot welding & CO <sub>2</sub> welding. Anticorrosion treated components, oven baked powder coating process. Material thickness 1mm. Top, Bottom, LH & RH sides and back material thickness=1mm, Removable RH & LH main door with stiffeners material thickness=1mm. 5 adjustable shelves of thickness = 1mm.
4	Executive Chair	High back Chair (Ergonomically designed), 360 revolving type, durable, elegant and comfortable with adjustable seat along with tilting back mechanism upholstered with upholstery of fabric or leather foam of approved quality and shade as per specifications mentioned below:- a. Seat/Back Assembly: The seat and back shall be made up of 1.2+0.1cm thick hot pressed plywood and upholstered with fabric and Polyurethane Foam of approved shade together with seat and back covers. The back foam shall be designed with contoured lumber support for comfortable seating posture. b. Seat Size: 51.0cm (W) X 51.0cm (D). c. Back Size: 52.0cm (W) X 76.0cm (H). d. Polyurethane Foam: The polyurethane foam for seat and back shall be with 40 density. e. Armrests: made of PVC material with chromium plated covering and also having cushioned arms covered with best quality leather foam that suits all climatic conditions. f. Permanent Contact Mechanism: The mechanism shall be designed with the following features; •360° revolving type. •Upright position locking. •Tilt tension adjustment. g. Pneumatic Height Adjustment: The pneumatic height adjustment should be an adjustment of 10.0+0.3cm. h. Telescopic Below Assembly: The below should be three piece telescopic type injection molded in black polypropylene
5	Centre Table	Centre Table having teak wood frame with 10mm glass top. The glass top of the table should be adjust inside the table frame with wooden polish
6	visitor chair	Black in colour with arms, cushioned seat and back. Standard visitor chair, with arm rest, non revolving, specially used for office.
7	Racks (Steel)	Racks (Steel) 6*3*1.5 Feet

**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)
<b>Total Cost</b>							

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. \_\_\_\_\_