

INDIRA GANDHI ENGINEERING COLLEGE SAGAR (M.P.) 470004

(DECLARED AUTONOMOUS BY M.P. GOVT.)

INVITATION LETTER

NO/IGEC/EE/2021/ 346/7

Sagar, Date: 21/02/2022

To,

College Website

.....
.....

SUBJECT: Invitation for quotation for supply & fitting of covered in shelves.

Dear Sir,

1. You are invited to submit your most competitive quotation for the goods with item wise detailed specifications given at Annexure I.
2. Qualification Criteria: The bidder/ supplier should have –
 - I. Valid GST number is compulsory
 - II. **Valid firm registration letter**
3. Quotation-
 - 3.1 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - 3.2 Applicable taxes shall be quoted separately for all items.
 - 3.3 The prices should be quoted in Indian rupees only.
4. The quotation should include the following information-
 - i. 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.
5. Evaluation of quotations,
The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed.
6. 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.
 - 6.1 Notwithstanding the above, the purchaser reserves the right to accept or reject the any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7. Number of Items may be decrease, increase or may be cancelled up to any extent.
8. Payment shall be made after satisfactory supply & fitting.
9. All supplied items are under warranty of **12 month** from the date of successful acceptance of items.
10. You are requested to provide your offer latest by 17:30 hours on 03/03/2022
11. Detailed specifications of the items are at Annexure – I.
12. All disputes with regard to the purchase of material /Equipment etc. will be subject to the jurisdiction of Sagar M.P.




Principal
Indira Gandhi Engineering College
Sagar-M.P.

ANNEXURE-I

S.No.	Item Name	Specifications	Quantity
1.	Covered with frame	(A) (i) Frame Size : 78 X 53 Inch, (ii) Frame material : CRC sheet (iii) CRC Sheet Thickness : 0.7 mm (B) (i) Door Size : 75 X 51 Inch, (ii) Frame material : CRC sheet (iii) CRC Sheet Thickness : 0.6 mm Miscellaneous: Complete fitting with lock, Handle and enameled paint.	36




Principal
Indira Gandhi Engineering College
Sagar-M.P.

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

To,

S.No.	Item Name	Specifications	Qty.	Price per Item	Total Cost	Applicable Tax	Total
1.							
2.							
3.							
4.							
5.							
6.							

Signature of Supplier

Name: -----

Address:-----

Contact No. -----