



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर ४४००१० (भारत)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR – 440 011 (INDIA)

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## INVITATION FOR QUOTATION

TEQIP-III/2018/vnit/Shopping/86/4707

26-Sep-2018

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Invitation for Quotations for supply of Goods**

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	Brief Description	Quantity	Delivery Period(In days)	Place of Delivery	Installation Requirement (if any)
1	Spin coater	1	45	DEPARTMENT OF METALLURGICAL & MATERIALS ENGINEERING, VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, SOUTH AMBAZARI ROAD, NAGPUR (M.H.) 440010	YES

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, initialing, 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 **55** 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 after delivery and installation.**

10. Payment will be made against submission of bills in triplicate after satisfactory installation and demonstration of the goods / equipments/ software at VNIT, Nagpur. Kindly send the Bank Details for RTGS and NEFT along with the Bill as the payment will be credited directly in your account by NPIU.

11. All supplied items are under warranty of **06** months from the date of successful acceptance of items.

12. Taxes: GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation

**13. Items for Research Purpose: Concessional GST @ 5% will be applicable for purchase of goods viz Scientific & Technical Instruments and other required for the Research purpose only.** This is in accordance of Govt. of India, Ministry of Finance Notification 45/2017-Central tax (Rate) dated 14<sup>th</sup> Nov.2017 and 47/2017- (integrated tax (Rate) dated 14<sup>th</sup> November. 2017, and VNIT Circular Ref.:- VNIT/ACCT/2017-18-GST/5390 dated 27<sup>th</sup> Nov.,2017. The description of goods is given in Govt. of India notification dated 14<sup>th</sup> November, 2017 mentioned above. A certificate in this respect will be issued to the vender by the Institute.

14. You are requested to provide your offer latest by **11:00** hours on **17-10-2018**

15. Quotation received after the due date will not be considered.

**16. The quotation will be opened by 15:30 hours on 17-10-2018 .**

17. Detailed specifications of the items are at Annexure I.

18. Training Clause (if any) **No.**

19. Testing/Installation Clause if any **Yes At Site.**

20. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

**21.**All the Correspondence should be in the name of:

**Director,**

**Visvesvaraya National Institute of Technology,**

**South Ambazari Road, Nagpur - 440010**

**And Send to**

**O/o Dean (P&D), First Floor,**

**Main Administrative Building, South Ambazari Road,**

**VNIT, Nagpur- 440010**

22. Envelope containing the Quotations should be properly sealed and shall bear the following details:

**Item Name, Quotation Reference no. on the envelope along with a statement “Do not open before 15.30 hrs on 17-10-2018 and vendor’s name along with complete address.”**

**23. All the information as mentioned in the enclosed form (i.e. Vendor Registration Form) should invariably be submitted along with the Quotation, without which quotation will not be entertained. This information is necessary for payment also.**

We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)  
Name & Designation

#### Annexure I

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>
1	Spin coater	Spinning speed: 10,000 rpm, Speed accuracy:+ 0.1% ,Timing : 10-1200 secs, Display: LCD digital, Spinning disk: 50 mm, Suitable substrate size: 0.5, 1 and 2 inch, Spill drainage: With oil free pump

**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: \_\_\_\_\_

**Format to be submitted to TEQIP office  
Vendor Registration Form**

S N	Details
1.	<b>Name of Vendor</b>
2.	<b>Name of Department / Firm</b>
3.	<b>Date of Birth</b>
4.	<b>Postal Address</b>
5.	<b>Mobile Number</b> (payment details will be sent to this number)
6.	<b>Email id</b> (payment details will be sent to this id)
7.	<b>Purpose</b>
8.	<b>Amount to be approved</b>
9.	<b>Aaadhaar No.</b> (Enclose Copy)
10.	<b>PAN No.</b> (Enclose Copy)
11.	<b>Bank Details</b> (Enclose Copy of Front Page of Passbook/ Statement / Cancelled Cheque)
	<b>Name of Bank</b>
	<b>Branch</b>
	<b>IFSC Code</b>
	<b>Account No.</b>

\*: All details are compulsory for payment.

*The above details are correct to the best of my knowledge and belief. I will be solely responsible for any error or discrepancy in the above details.*

**Signature of Applicant**  
**Date:**

-----For Office Use Only-----

<b>Head of Expenditure</b>	
<b>Sanction amount</b>	
<b>Sanction Date</b>	
<b>Sanction Number</b>	
<b>Payment Type</b>	<b>Advances/ Settlement / Expenditure Payment :</b>

<b>Passing Assistant</b>		<b>Account Section</b>	
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<b>Coordinator TEQIP III</b>	Pass / Reject	bill for payment	
<b>Dean P&amp;D</b>	Pass / Reject	bill for payment	
<b>Director</b>	Pass / Reject	bill for payment	