# E-5

**PROCUREMENT OF GOODS**

**UNDER**

**NATIONAL SHOPPING PROCEDURES**

***(For Contracts valued less than Rs. 5 Lacs. each)***

**INVITATION FOR QUOTATIONS FOR SUPPLY OF**

**GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

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

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

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

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

Dear Sirs,

 Sub : INVITATION FOR QUOTATIONS FOR SUPPLY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You are invited to submit your most competitive quotation for the following goods:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Brief Descriptionof the Goods | Specifications\* | Quantity | Delivery Period | Place of Delivery | Installation Requirement if any |

 *\* Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.*

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US$ \_\_\_\_\_\_\_\_\_\_\_ towards the cost of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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. **Bid Price**

a) 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.

b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

c) Sales tax in connection with the sale shall be shown separately.

d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

e) The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

5. **Validity of** **Quotation**

 Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

 (a) are properly signed ; and

(b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together/would be evaluated separately for each item. *[Select one of the options*].

Sales tax in connection with sale of goods shall not be taken into account in evaluation.

7. **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.

7.1 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.

7.2 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/ supply order (sample form attached).

8. Payment shall be made immediately after delivery of the goods.

9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

10. You are requested to provide your offer latest by …….hours on ...............*(date)*.

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

 (Purchaser)

 Name: .....................................

 Address: .....................................

 .....................................

 Tel. No. .....................................

 Fax No. .....................................

 **FORMAT OF QUOTATION \***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description Goods** | **Specifications** | **Qty.** | **Unit** | **Quoted Unit Rate in Rs.** | **Total Amount** |
|  |  |  |  |  |  | **In Figures** | **In Words** |
|  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |
|  | **Sales Tax** |  |  |

**Gross Total Cost : Rs. ..........................**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ...........(amount in figures ) (Rs. ........... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of ........... months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

 **Signature of Supplier**

*\* Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item**separately.*

**ATTACHMENT**

OFFICEOF………………………………………………………………………………………………

……………………………………………………………………………………………………………

**SUPPLY ORDER**

TO:

 M/s

 ………………………………………………………………………………..

 ………………………………………………………………………………..

 ………………………………………………………………………………..

 ………………………………………………………………………………..

Dear Sirs,

 Sub: Supply of ………………………………………………………………………………

 …………………………………………………………………………………………………

 Ref: Your quotation no………………. dated ……………………………………………

1. Your quotation no.………….. of …………………………………… (Date) for the supply of ……………………………………… **has been accepted. You are requested to** supply the following goods/ equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SL. No | Brief description of goods/ equipment | Specifications | Quantity to be supplied | Unit Rate (Rs.) | Total Price (Rs.) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  | Total |  |  |

Vat/Sales Tax will be extra

1. Delivery Period: …………days from the date of issue of this supply order.
2. Place of delivery ……………………………………………………..
3. Consignee Address: …………………………………………..
4. Vat/ Sales tax if any will be paid at actual prevailing on the date of supply.
5. Standard Manufactures commercial Warranty/Guarantee shall be ……………

months from the date of delivery and acceptance.

1. Payment shall be made within 15 days of delivery; and acceptance of the goods/equipment.
2. Other terms and conditions are as under:

 **(Purchaser)**

Date:

Place: Name: ……………………………….

 Designation: ………………………...

***Modified as appropriate for individual cases***

*NR/ls May 08, 2008*

*Corrected and reviewed by EJon May 08, 2008*