

Dated: 03.01.2019

To,

Dear Sir,

Quotations are invited in sealed envelope for supply & installation of “**Vacuum Oven**” in **Two-Part Bid System** as per specifications mentioned below: -

ITEM PARTICULARS

Enquiry No:-RGIPT/JAIS/VO-SS/2018-19/01

Date: 03.01.2019

Sl. No.	Item Description	Quantity Required
1	Vacuum Oven (Technical Specification as per Quotation Enquiry)	01 No.

The last date and time of receipt of Quotations is **17.01.2019 (Thursday) up to 3.30 pm.**
Quotations will be opened on **17.01.2019 (Thursday) at 4.30 pm.**

Terms & Conditions

1. Quotation filling up and submission

- Quotation offer must refer Quotation Enquiry No.
- The Quotation should be in sealed envelope super-scribed “**Supply & Installation of 01 No. Vacuum Oven to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.**”
- Quotation must be submitted either by Speed/Registered post or dropped in the **tender box provided at 1st Floor, Administrative Building, Dispatch Section, Mubarakpur Mukhetia, Bahadurpur Post: Harbanshanj, Jais, Amethi- 229 304.**
- All prices must be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
- The rates quoted **should include freight charges upto Jais, Amethi** clearly mentioning the percentage/rate of **GST** and the rates quoted should be valid for at-least 60 days from the date of opening of the quotation. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.

- f. The Quotation submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- g. Every page to Quotation should be signed with seal by the bidder.
- h. The Quotation document is not transferable.
- i. No amendment to the Quotation in any form by the bidder will be permitted after opening of the Quotation. No conditional offers shall be accepted.
- j. Submission of Quotation will bind the bidder to the acceptance of all conditions specified in the Quotation document.
- k. Canvassing in any form is forbidden and will be a criterion for disqualification.

2. **Certificate**

- a. Copy of GST must be enclosed along with quotation.

3. **Payment terms**

100% payment will be released after successful supply and installation of 01 No. Vacuum Oven at site, i.e. Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi- 229 304 and subject to submission of your original GST Bill/ Invoice as certified by the Indenter.

4. **Price Validity**

The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Centre Govt. /state Govt. or Local authorities.

5. **Warranty**

Warranty in respect of all items for a period of minimum one year is required. Warranty period will start from the date of supply.

6. **Delivery**

The timely delivery of the Vacuum Oven is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within maximum 4 weeks from the placement of Purchase Order.**

7. **Evaluation Criteria**

The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the quotation enquiry document for Technical Bid and whose rate is L1 in Grand total in Price Bid (**Bidder must submit the technical bid & price bid separately**).

8. **Quotation Acceptance and Rejection**

- a. RGIPT reserves the right to reject the Quotation without assigning any reason what so ever.
- b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.

9. Late Receipt of Quotations

The Quotation received after the due date and time due to postal delay or any other reasons whatsoever will not be considered and no correspondence would be entertained in this regard. Any Quotations received by FAX will not be considered.

10. Liquidity Damage Clause

In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.

11. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.

12. Authorized representative may choose to be present at the time of opening of quotation at their own cost.

Stores & Purchase Officer

Queries and Clarifications:

1. For any technical query pertaining to this quotation, correspondence shall be addressed to:
Dr. Shivanjali Sharma, Mubarakpur Mukhetia, Bahadurpur Post: Harbanganj,
Jais, Amethi- 229 304, U.P., INDIA
Mob: 07081921764
Email: ssharma@rgipt.ac.in
2. For any query pertaining to this quotation, correspondence shall be addressed to:
Stores & Purchase Officer,
1st Floor, Administrative Building, Mubarakpur Mukhetia, Bahadurpur
Post: Harbanganj, Jais, Amethi- 229 304, U.P., INDIA
Mob: 09450376642
Email: sarora@rgipt.ac.in

A. Checklist for submission of quotation (For Technical Bid)

Envelope -1

Sr. No.	Description	Enclosed/ Not Enclosed
1	Stamped & Signed Copy of Quotation Enquiry	
2	Copy of GST	
3	Technical Compliance Sheet – Annexure-1 (On the Letter Head of the Company)	
4	Price Reasonability Certificate – Annexure 2 (On the Letter Head of the Company)	

B. Checklist for submission of quotation (For Price Bid)

Envelope-2

Sr. No.	Description	Enclosed/ Not Enclosed
1.	Price Bid Format - Annexure-3 (On the letter head of the Company)	

**Signature of the Bidder
with stamp**

Date:

Technical Compliance Sheet of Vacuum Oven
(On the Letter Head of the Company)

Vacuum Oven

Sl. No.	Components	Technical Specification	Comply/ Not Comply
1	Material	Mild Steel outer wall with epoxy coating and the inner wall should be made of heavy gauge S.S.	
2	Temperature	Up to 130° C or higher	
3	Insulation	System should be properly insulated with a suitable material to avoid thermal losses	
4	Controllers	Temperature and pressure control devices should be provided with the system	
5	Accessories	Vacuum pump should be provided with the equipment with at least 550 mmHg vacuum capacity	

Please mention the brand and model no. & name of the equipment:

**Signature of the Bidder
with stamp**

Date:

Price Reasonability Certificate
(On the Letter Head of the Company)

It is certified that the rates quoted against Quotation No. Dated for the items vide our bid No.dated are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi will have the right to cancel the approved rates and to take legal action against the bidder.

Yours Faithfully,

(Name of Manufacturers)

(Signature with Date)(Name and designation)

Duly authorized to sign tender for and on behalf of

Price Bid Format for Vacuum Oven
(On the Letter Head of the Company)

Sl. No.	Item Description	Quantity Required	Unit Rate (INR)	Total Rate (INR)
1	Vacuum Oven (Technical Specification as per Quotation Enquiry)	01		
	Sub Total			
	Add: Taxes (GST)			
	Add: Freight Charges			
	Add: Any other Charges, If Applicable			
	Grand Total (F.O.R, RGIPT, Jais Price)			

Date:

Signature of the Bidder
With stamp