

**INDIRA GANDHI ENGINEERING COLLEGE SAGAR (M.P.) 470004**  
(DECLARED AUTONOMOUS BY M.P. GOVT.)

**INVITATION LETTER**

**NO/IGEC/EE/2019-20/**

**Sagar, Date: 04/02/2022**

To,

Website

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

**SUBJECT:** Invitation for quotation 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.

S.No.	Brief Description	Quantity	Delivery period (In Days)	Place of delivery	Installation Requirement
1.	Lab. Table Type- 1	36	20 days	Indira Gandhi Engineering college, Jabalpur road, Sagar- M.P.	Yes

2. Qualification Criteria: The bidder/ supplier should have –  
I. Valid GST number is compulsory  
II. A minimum of two years experience of supplying similar items.  
III. A turnover of Rs. 20 lacs at least once in last three years.
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 or may be cancelled up to any extent.
8. Successful bidder shall have to get advance sample approved from buyer before bulk supplies.

- A. Payment shall be made after satisfactory Installation/Supply
10. All supplied items are under warranty of 24 months from the date of successful acceptance of items.
  11. You are requested to provide your offer latest by 17:00 hours on February 15, 2022
  12. Detailed specifications of the items are at Annexure - 1
  13. 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
1.	Lab Tables Type- 1	<p>Design, Fabrication, Supply and installation of small equipment table as per specification given below:</p> <ol style="list-style-type: none"> <li>1. Top surface material prelaminated MDF board grade II confirming to IS 12406 /Latest , Top frame material MS square pipe Size of top frame material – 50 mm X 50 mm X 1.6 mm</li> <li>2. Leg material MS Square pipe , Size of Leg material – 50 mm X 50 mm X 1.6 mm</li> </ol> <p>Length of top surface : 1800 mm  Width of top surface : 900 mm  Height of top surface : 900 mm  Thickness of top surface : 25 mm  Shape of Table – Rectangular  Shoes material – Rubber  MISCELLANEOUS:  <b>Top surface Support</b> – 1 Nos. support in middle of top surface of size 50 mm X 50 mm X 1.6 mm , All iron parts to be without joints in length,  Leg assemblies- Four nos. inside to corners to be screwed with the leg pieces together, All iron parts to be primer coated &amp; painted.</p>

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. -----