



INVITATION LETTER

Package Code: TEQIP-III/2019/nitt/179

Current Date: 06-Dec-2019

Package Name: Polishing Machine

Method: Shopping Goods

To,

Address (Firm)

Sub: INVITATION LETTER FOR **POLISHING MACHINE**

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	Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
1	Polishing Machine	2	Department of Metallurgical and Materials Engineering , NIT Trichy 620015.	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, initialling, 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 **60** days after the last date of quotation submission.
GST 5%-as per column ((4) II under notification no.45/2017 Central Tax- (Rate), Date. 14.11.2017 Notification no.46/2017 integrated Tax – (Rate), Date. 14.11.2017.
 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 as follows:

Payment Description	Expected Delivery Period (in Days)	Payment Percentage
Satisfactory Delivery & Installation and Satisfactory Acceptance	60 Days	100%

Liquidated Damages will be applied as per the below:

10. Liquidated Damages Per Day Min %: N/A
Liquidated Damages Max %: N/A
11. All supplied items are under warranty of 12 months from the date of successful acceptance of items and AMC/Others is No.
12. You are requested to provide your offer latest by 15:00 hours on 26-Dec-2019. Opening time: 26 December 2019 16.00 hours at TEQIP Office, Administrative Building, NIT Trichy. The last date for providing your offer has been extended up to 15:00 hours on 03-Jan-2020, and the quotations will be opened on 03-Jan-2020 at 16:00 hours at the TEQIP office. Those who have already submitted your offer need not to submit again.
13. Detailed specifications of the items are at Annexure I.
14. Training Clause (if any) one Day Training And Demo
15. Testing/Installation Clause (if any) Installation at Department of Metallurgical and Materials Engineering, NIT Trichy.
16. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
17. Sealed quotation to be submitted/ delivered at the address mentioned below, Head of the Department, Department of Metallurgical and Materials Engineering, National Institute Of Technology, Tiruchirappalli, Tamil Nadu- 620015.

Kind Attn: Dr. D. Nagarajan

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

Note : The cover should be duly superscribed

(1) Quotation Reference Number

(2) Quotation for the Supply of _ _ _ _ _

(3) Date of opening _ _ _ _ _

(Dr.S.Kumaran)



HoD/ MME

Annexure I

Sr. No	Item Name	Specifications
1	Polishing Machine	<p>TECHNICAL SPECIFICATIONS & TERMS AND CONDITIONS OF THE EQUIPMENT TO BE PROCURED. 1. Equipment Table top double disc polisher (Individual drive mechanism) 2. Use of the machine For Fine polishing to obtain better microstructure of metals and alloys. 3. Cabinet Must have electric shock proof, Rigid table top corrosion proof, FRP cabinet with Emergency switch. 4. Display Digital LED display with spindle speed (RPM) control Facility. 5. Power supply 230 V / 50Hz (1 + N + E) 6. Type of surface Flat surface, should be given with disc. 7. Disc Material Aluminium 8. Disc Size 10"disc should be provided with the machine. 9. Holding Mechanism S.S Holding Ring (Press Type) should be given for the emery papers and, Holding Band should be given for the alumina and diamond polishing cloth. 10. Water circulating system Must have flexible water jet with control valve to control the flow of water while polishing. 11. Splash protection system Corrosion resistant coating should be given to the wash bowl with splash lid. 12. Drain System Must have Free flow drain system with tube. 13. Warranty & Servicing Min. 1 year from the date of installation of the machine. Authorized service center with trained engineer must be available in Tamil Nadu and the proof should be submitted along with the quotation. An authorization letter assuring short-duration servicing (maximum 3 days from the complaint registration date) must be submitted during the bidding. 14. Machine/User Instruction Manuals Hard copy/Soft copy or both. During the bidding, it is mandated that the supplier must submit the complete contact details (including email and phone number) of minimum 10 users, who are using similar equipment with same technical specifications supplied by them. 15. Packing & Forwarding, Freight, Insurance, Installation/ Commissioning/ Training Charges Free of cost at NIT Trichy. 16. Payment 100% Payment after Delivery & Installation 17. GST 5% only. 18. Delivery 8 – 10 weeks from the date of receipt of P.O Equipment</p> <p>Twin type belt grinding machine (Two grinding belts on the same machine) Use of the machine For coarse grinding in 60, 80 or 120 grit to remove the surface imperfections created during the cutting or moulding operations. To be used as a preliminary grinding step for the metallography sample preparation step. Type of surface Flat surface with easily adjustable belt mechanism. Belt Dimensions Minimum working area of the belt should be 100 mm x 915 mm. Simplified Belt Release Mechanism. Motor Minimum 1 HP 3 phase motor. Min. Spindle speed – 1400 RPM. Driving Mechanism Spring loaded idler pulley for smooth drive. Warranty & Servicing Min. 1 year from the date of installation of the machine. Authorized service center with trained engineer must be available in Tamil Nadu and the proof should be submitted along with the quotation. An authorization letter assuring short-duration servicing (maximum 3 days from the complaint registration date) must be submitted during the bidding. Machine/User Instruction Manuals Hard copy/Soft copy or both. During the bidding, it is mandated that the supplier must submit the complete contact details (including email and phone number) of minimum 10 users, who are using similar equipment with same technical specifications supplied by them. Packing & Forwarding, Freight, Insurance, Installation/Commissioning/Training Charges Free of cost at NIT Trichy. Payment 100% Payment after Delivery & Installation GST 5% only. Delivery 8 – 10 weeks from the date of receipt of P.O</p>

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)
Total Cost							

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. _____

Gross Total Cost (A+B): Rs. _____