

E-5

**PROCUREMENT OF GOODS
UNDER
SHOPPING PROCEDURES**

*(For Contracts valued less than the
equivalent of US \$30,000 each)*



**INVITATION FOR QUOTATIONS FOR PROCUREMENT OF GAS CYLINDERS,
REGULATORS & GASES**

To

Dear Sirs,

**Sub : INVITATION FOR QUOTATIONS FOR PROCUREMENT OF GAS
CYLINDERS, REGULATORS & GASES**

Ref No:5-1(65)/Proc/NCSCM/2014/1 dated 30.1.2015

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

Brief Description of the Goods	Specifications *	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
Required New 10ltr. CH4-2ppm Carbon Steel Cylinder on outright basis or Aluminum New Regulator Double Stage SS Regulator (Inlet 0-280 kg/ cm2 and Outlet 0-7 kg/cm	CH4-2ppm	1	15days	National Centre for Sustainable Coastal Management	Yes
Required New 10ltr. CH4-10PPM Carbon Steel Cylinder on outright basis or aluminum New Regulator Double Stage SS Regulator (Inlet 0-280 kg/ cm2 and Outlet 0-7 kg/cm	CH4-10PPM	1			



2 Documents Establishing Bidder's Eligibility and Qualifications:

2.1 The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote

- 2.1.1 Bidder is manufacturer/agent authorized by the manufacturer/Authorized dealer;
- 2.1.2 The legal status, place of registration, place of business of the company, or firm or partnership;
- 2.1.3 In case of manufacturer:
 - (i) Details of Manufacturing unit;
 - (ii) Copy of Manufacturing license duly renewed up to date;
 - (iii) Copy of Capacity installation certificate;
- 2.1.4 In case of agent Manufacturer's authorization to submit quotation on his behalf;
- 2.1.5 In case of authorized dealer, valid dealership certificate as on date of opening for the goods for which quotation is being submitted;
- 2.1.6 Copy of Registration with Commercial Tax Authorities and TAN number;
- 2.1.7 PAN number with self attested copy of PAN;
- 2.1.8 **The bidders should furnish the above information along with prescribed format attached.(Attachment 1)**

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 ;
- (b) conform to the terms and conditions, and specifications and
- (c) Has submitted all the documents asked for in 3 above.

The Quotations would be evaluated for all the item together/would be evaluated separately for each item.

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

7. Documents Establishing Goods' Conformity to Bidding Documents

- a The documentary evidence of conformity of the goods to the bidding documents may be in the form of literature or drawings or any other documentary proof.

8. Award of contract

The Purchaser will award the Purchase order 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 purchase order

- 8.2 The bidder whose bid is accepted will be notified of the award of purchase order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Purchase Order .

- 8.3 The payment for the product/Service may be released after the satisfactory completion of the services or as negotiated between the parties. However, any advance payments can be made only upon the bidder/service provider producing an bank guarantee to an NCSCM for an equivalent value of the advance.



9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
10. Instruction is given in Attachment -2
11. You are requested to provide your offer latest by 5:00P.M on 2nd March 2015
12. We look forward to receiving your quotations and thank you for your interest in this project.

S/d. 
Director,
National Centre for Sustainable
Coastal Management,
Anna University Campus,
Chennai – 600 025 



FORMAT OF QUOTATION *

Item No	Description of the goods	Quantity	Unit	Quoted unit price for delivery up to destination	Cost of Incident al services excludi ng AMC (Rs)	Cost of AMC for years	Total Unit cost (Rs) [Col(5+6+7)]		Amount (Rs) [Col(3x9)]	Sales and other taxes payable
							In Figures	In words		
1	2	3	4	5	6	7	8	9	10	11
Item 1										
Item 2										
Item 3										
Item 4										

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



Attachment 1

Format of Performance Statement for the last three years to be submitted by the Bidder

IFQ No.....

Name of Bidder.....

Order placed by (Full address of Purchaser)	Order No and date	Description and quantity of equipment ordered	Value of order (Rs)	Date of completion of delivery As per contract/ Actual or revised	Quantity of supplies made as on date	Additional supplies to be made in the period of this contract	Remarks indicating reason for late delivery if any	Has the equipment been satisfactorily functioning (Attach a certificate from the Purchaser)
1	2	3	4	5	6	7	8	9



Technical instruction

Attachment - 2

- 1) **Authorized signature**
- 2) **Preparation Tolerance :-+/-20%.**
- 3) **Certificate of Accuracy should be +/- (1-2%)**
- 4) **Filling Pressure should be 120kgs/cm²**
- 5) **Stability should be 12 months**
- 6) **Container Capacity should be 10 liters**

