**E-5**

# PROCUREMENT OF GOODS

# UNDER

# NATIONAL SHOPPING PROCEDURES

*(For Contracts valued less than the
equivalent of US $ 100,000 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 Description of 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 financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan 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.

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 order.

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.

<div align="center">(Purchaser)</div>

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.

**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.*

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