



J. C. Bose University of Science & Technology, YMCA
Formerly YMCA University of Science & Technology,
NH-2, Sector-6, Delhi- Mathura Road, Faridabad - 121006, Haryana

INVITATION LETTER

Package Code: TEQIP-III/2019/HR/ ISFT/04

Current Date: 19-Nov-2019

Package Name:

Method: Shopping Goods

To,

M/s

Sub: INVITATION LETTER OF QUOTATION FOR DINNER

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
1	Dinner	500 persons	TEQIP Coordinator C/o Chairperson, Department of Mechanical Engineering, J.C. Bose University of Science and Technology, Formerly YMCA UNIV. OF SCI. AND TECHNOLOGY, Sector-6, Faridabad-121006, Haryana

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 **55**days after the last date of quotation submission.
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:

Satisfactory Acceptance - 100% of total cost
10. You are requested to provide your offer latest by **13:00** hours on **04-Dec-2019**.
11. Detailed specifications of the items are at Annexure I.
12. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
13. Sealed quotation to be submitted/ delivered at the address mentioned below,

TEQIP, J. C. Bose University of Science & Technology, YMCA
Formerly YMCA University of Science & Technology,
NH-2, Sector-6, Delhi- Mathura Road, Faridabad - 121006, Haryana
14. We look forward to receiving your quotation and thank you for your interest in this project.
15. GST Registration certificate are mandatory with quotation
16. Venue location within 3 to 5km. **(In the Vicinity to J. C. Bose University of Science & Technology, YMCA)**
17. **Catering services including waiter service**
18. **Venue for 500 people**

(Authorized Signatory)

Name & Designation

Annexure : A

Cold Drinks	Coke, Limca, Fanta
Coffee and Tea Station	Esspresso Coffee , Dip-2 Tea
Veg. Snacks	Chilly Paneer, Thai Spring Roll, Manchurian Balls
Non-Veg. Snacks	Chilly Chicken, Lemon Chicken, Chicken Lollypop
Soups	Veg./Chicken Sweet Corn Soup
Salad	Garden Fresh Green Salad, Aloo Channa Chaat, Lacchha Onions, Vinegar Onions, Macaroni Salad, Green Chilli & Lemon Wedges
Raita Counter	Mix Veg Raita Assorted Papad, Achaar , Chatni
Main Course	Paneer Lababdar, Dal Makhani, Pindi Chana, Dum Aloo Kashmiri, Mix Veg
Non-Veg. Main Course	Butter Chicken, Mutton Roganjosh
Basmati Ka Khazana	Veg. Peas Pulao
Indian Breads	Tandoori Roti, Missi Roti, Plain Naan, Butter Naan, Lachha Parantha
Chinese Station	Veg. Manchurian Gravy, Veg. Hakka Noodles
Desserts	Stuffed Gulab Jamun, Ice-Cream (Vanilla, Butter Scotch)

FORMAT FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

Date: _____

To: _____

Sl. No.	Description of goods \ (with full Specifications)	Qty.	Unit	Total Price (A)	Sales tax and other taxes payable	
					In %	In figures (B)

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

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. _____

