

Office of the Director,
INSTITUTE OF NEPHRO-UROLOGY
(Government of Karnataka - Autonomous Institute)
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No: INU/SUP(1)/112/2017-18

Dated:06/01/2018

INVITATION OF QUOTATIONS FOR OPD FILES.

01. M/s The Print Shop,
#13/3, 1st main road, Tata
silk farm, Near Nag Sandra
Circle, Blore
02. M/s San Associates,
#103, 1st Floor, Gandhi Bazaar
Main road, Next to Poorvika
Mobiles, Basavanagudi, Blore
03. M/s Shubha Commercial,
#6, 2nd floor, 9th Cross, N R
colony, Blore -19
04. M/s Maruthi Paper Agencies,
#68/3, DVG Road, Nagasandra
Circle, Basavanagudi, Blore-04
05. M/s Varnilla Printers,
#39/2-11, Kalyani Garden, Ashok
Nagar, BSK 1st stage, Blore - 50
06. M/s Unique Signs,
#456, Illiyas Nagar , 100ft
ring road, J P Nagar post,
Blore-78
- 07 Notice Board
INU
Bangalore
08. Website(www.nephrourology.in)

Dear Sirs,

Sub: Invitation of quotation for supply of OPD Files - reg.

1. Sealed competitive quotations are invited by the undersigned for the following items.

Sl No	Name of the Item	Specification	Qty
1.	O.P. Folders Printed in multicolour (with photos) on both the sides on synthetic non-tearable paper, technically bio-oxically oriented poly Propylene Sheet with 170 gsm thickness	size of 22 inches by 30.5 inches 2 fit in A4 size paper with a plastic lib. The quoting is uniform which is water proof.	4000 Nos

- The tenderer shall quote for items in the format of quotation attached;
- a. The specifications should be drafted to permit the widest possible competition and at the same time present a clear statement of the required standards of workmanship, materials, and performances of the goods to be procured. Minimum functional specifications should be specified for equipment. Only if this is done will the objectives of economy, efficiency and fairness in procurement are realized, responsiveness of quotations be ensured and the subsequent task of evaluation of quotations facilitated.

- b. Wherever the Goods are covered by Bureau of Indian Standards, the reference to the standards should be given. If ISI marking is available it should be specified.
 - c. Reference to Brand name and catalogue number should be avoided as far as possible. Where unavoidable, they should be followed by the words "or at least equivalent"
 - All duties, taxes and other levies payable by the tenderer (including Sales Tax on the finished goods) shall be included in the item rate.
 - The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
 - Rates for supply of partial quantity of an item is not acceptable.
 - Corrections if any shall be made by crossing out, initialing, dating and rewriting.
 - Copies of facsimile quotations are not acceptable.
2. Each tenderer must submit only one quotation.
3. Validity of Quotations:

The Quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.
4. Evaluation of quotations :

The samples / Catalogue with technical specification should be accompanied along with quotations. The same will be tested and if the samples / Catalogue are found suitable only such quotations will be treated as responsive quotation.

 - a. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:
 - b. The evaluation will be done including the Sales tax. If the tenderer has not included the Sales Tax in his quotation for the item rate, and has also not indicated the rate of Sales Tax applicable, the quoted rate will be treated as though it is inclusive of the Sales tax and no extra payment for Sales Tax will be made;
 - c. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.
5. Award of Contract:



- a. The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(c) above only after testing the samples and subject to approval by the experts.
 - b. The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
 - c. The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order.
 - d. Normal commercial warranty / guarantee shall be applicable to the supplied goods.
 - e. Payment shall be made immediately after the delivery of the goods and their acceptance.
 - f. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.
6. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations (with catalogue if any) superscribed on the envelope as "Quotations for supply of OP Files _____ Due on

_____ " latest by 4PM hours on 15/01/2018 (date).

We look forward to receiving your quotations.

Yours Sincerely,


Director,
Institute of Nephro-Urology,
Bangalore


Note:

1. If quotation is submitted by hand, acknowledgement should be obtained from the concerned authorized person in the institute.
 2. If the quotation is posted, it should be only by registered post with acknowledgement due.
 4. Quotations received after the due date will not be accepted.
- * Any violation of the above procedures the quotation even if it is received in the office shall not be considered.

FORMAT OF QUOTATION

SI No	Description of Goods / equipment	Brief Specifications	Make / Manufacturer Name	Qty	Unit	Unit Rate (Rs) in figures	Unit Rate (Rs) in words	Total amount (in figures)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Gross total Cost : Rs _____ (in figures)

Rs _____ (in words)

- We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs _____ (in figures) (Rs _____ _____ (in words), within the period specified in the Invitation for Quotations.
- We also confirm that the normal commercial warranty/guarantee of _____ months shall apply to the offered goods.

(Tenderer)

Name.....

Signature

Date