

GOVERNMENT OF KARNATAKA

OFFICE OF -----

**INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS AND
EQUIPMENT**

To:

M/s.....
.....
.....
.....

Dear Sirs:

Sub: Invitation of quotation for supply of
.....

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl. No	Brief description of goods/equipment	Brief specifications ¹	Quantity	Delivery period	Place of delivery
1					
2					
3					
4					
5					
6					

2. **Quoted Price:**

¹ (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 is 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"

Note: Delete the footnote in the final letter inviting quotations.

- (a) The tenderer may quote for one or more items in the format of quotation attached;
- (b) All duties, taxes and other levies payable by the tenderer (including Sales tax on the finished goods) shall be included in the item rate.
- (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- (d) Rates for supply of partial quantity of an item is not acceptable.
- (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- (f) Cable or Facsimile quotations are not acceptable.

3. Each tenderer must submit only one quotation

4. Validity of quotations:

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

5. Evaluation of quotations:

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:

- (a) 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;
- (b) **The evaluation would be done for each item separately. The tenderer who has quoted for partial quantity of an item would be treated as non-responsive. Purchaser will award the contract for each item separately to the lowest responsive tenderer for that item.**

6. 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(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of 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.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as “Quotations for the supply of Due on.....” latest by hours on (date).

We look forward to receiving your quotations.

Yours Sincerely,

Attachment:

(Purchaser)

Name.....
 Address:.....

 Telephone No.....
 Fax No.....

FORMAT OF QUOTATION

Sl. No	Description of goods/equipment	Brief specifications	Quantity	Unit	Unit rate (Rs) in Figures	Unit rate(Rs.) in words	Total amount (in Figures and words)
1							
2							
3							
4							
5							
6							

1. We agree to supply the above goods in accordance with the technical specifications for the total price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations.

2. We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date:.....