

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Farmagudi Ponda Goa 403401

Phone: (0832) 2404206: Fax: (0832) 2404202

**NOTICE INVITING QUOTATION**

No: NITGOA/PUR/EEE/2019-20/OW/ 147

Dated: 09/03/2020

NAME OF PROCUREMENT

**Epson Projector Repair**

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Farmagudi Ponda Goa 403401

Phone: (0832) 2404206, 2404206: Fax: (0832) 2404202

To  
Shri/M/s.....  
Address.....  
.....  
.....

Name of the procurement: **Epson Projector Repair**

No: NITGOA/PUR/EEE/2019-20/OW/ 147

Dated: 09 / 03 / 2020,

Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by **03.00 PM on or before 18.03.2020**

Yours faithfully,



**Registrar I/C**  
**National Institute of Technology Goa**

National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401

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Phone: (0832) 2404206 Fax: (0832) 2404202

**NOTICE INVITING QUOTATION**

Ref: NITGOA/PUR/EEE/2019-20/OW/ 147

Dated:- 09/03/2020

Sealed Quotations are invited from Bidders for “**Epson Projector Repair**”.

Quotations will be received up to **03.00 PM on 18.03.2020** and will be opened on the same day at **03.30 PM** if intending bidder want to participate during quotation opening they can do the same or send their representative for the same with a proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received/opened on the next working day at **03.30 P.M.** for which no separate communications will be made. Other terms and conditions enclosed.

Last date and time for submission: **Up to 03.00 P.M. on or before 18.03.2020**

Quotation Opening Date and time: **At 03.30 P.M. on 18.03.2020**

Application for Quotation Document must be accompanied by filled in PFMS Form. Quotation Notice can be downloaded from the Tender section of the website [www.nitgoa.ac.in](http://www.nitgoa.ac.in) or it can be downloaded from <https://eprocure.gov.in/epublish/app>.

**There is no download fee/EMD for the same.**

Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.



**Registrar I/C  
National Institute of Technology Goa**

**National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401**

## Instructions to bidders:

1. The bidders should submit the quotation along with mandatory documents to Inward section NIT GOA (Administration office, Main Building) and the envelope should be superscribed as Quotation Enquiry No. NITGOA/PUR/EEE/2019-20/OW/ 147 dated 09/03/2020 for "Epson Projector Repair".
2. The quotation should be addressed to "The Director, NIT Goa Farmagudi Ponda Goa 403401".
3. The rates should be quoted both in figures and words and legibly written without any over-writings.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the quotation is marked in the inquiry. In case the above date is declared a holiday for NIT Goa, then the bids will be received up to the appointed time on the next working day.
6. The quotation may be sent by post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be submitted in the office of the normal working hours of the Institute. (09.00 A.M. to 05.30 P.M.)
7. Intending bidder requires any clarification in regard to the notice inviting quotation, he may mail to hod.eee@nitgoa.ac.in at least **03 days** before last date quotation submission time.
8. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
9. The intending bidder shall submit only one quotation. A bidder, who submits more than one quotation, shall be disqualified and considered non-responsive.
10. The quotation shall be opened by the committee in the NIT GOA at the date and time given on the top of the document. The bidder may send their authorized representatives to attend the quotation opening with the proper authorization letter if they so desire. In the event of the above quotation opening date being declared a holiday for the NIT Goa, then the bids will be opened at the appointed time and place on the next working day.
11. **The bidder has to put a seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.**
12. Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.
13. **In case the bidder to whom the work order is awarded, he will have to carry out the work as per the contract and directions given by the authorized person of NIT GOA to carry out the work.**

### Conditions for participation in the quotation:-

1. **The rates quoted should preferably be net, inclusive of all taxes, service, transport charges and any other cost of spare parts to be replaced required for completion of work.**
2. **The work completion period needs to be mentioned by the bidder in the quotation. However, the Institute is not bound to accept the work completion period mentioned bidder.**
3. The Quotation should remain valid for a period of **45 days** from the date of opening.
4. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.

5. Any Liability regarding GST will be of the contractor. Also, any obligations regarding Indian Acts will be the responsibility of bidder only and the Institute will not be responsible for the same.
6. If the successful bidder, on receipt of the work order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of work orders per week or part thereof for delayed work beyond work completion period, subject to a maximum of 10 percent of the value of undelivered goods beyond due date for delivery.
7. Payment (After any authorized deductions (if any)) will be made only by Wire transfer within 30 days from the work completion or receipt of the bill after successful work completion, whichever is later/latest.
8. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director, NIT Goa shall be final.
9. Any disputes arising out of this inquiry shall be dealt with in the Goa jurisdiction only.
- 10. Before bidding the bidder has to visit the institute and have to check the repairs work to be done to the projector for their satisfaction.**
- 11. Once the bidder submits his bid, it will be treated as the bidder has visited the institute and satisfied himself with the repairing work to be done to the projector.**
- 12. Once the quotation is submitted no extra amount will be paid to the successful bidder above the total quoted price for the repair of a projector.**
- 13. Visiting and service charges will be born by intending bidder only.**
14. **Criteria for Evaluation of Lowest Quotation:-**
  - a) Duly Filled Price Bid for all the items. Failing to quote for one or more than one item will result in disqualification in the quotation. (Quotation to be submitted on the firm letterhead mentioning GST No. , PAN no. of Firm/Proprietor.
  - b) Signed and stamped copy of the entire quotation notice.
  - c) Signed and stamped copy of the GST Registration Certificate.
  - d) Signed and stamped copy of PAN card of Firm/Proprietor.
  - e) After fulfilling the criteria mentioned at point 14 (a-d) that quotation which is lowest in Total (of all items) will be awarded the order.
15. **Documents required for bill processing:-**
  - A) PFMS Mandate Form
  - B) Bidder Information Sheet



**Registrar I/C**  
**National Institute of Technology Goa**

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**Farmagudi, Ponda-Goa 403 401**

## **PRICE BID**

**Item Name: *Epson Projector Repair***

<b>Sr. No.</b>	<b>Item</b>	<b>Make</b>	<b>Model</b>	<b>Qty</b>	<b>Prices Per Unit in Rs.</b>	<b>Total Amount In Rs.</b>
1	Epson Projector Repair (Serial No. RP6F280066L)	Epson	EB 905	01 nos		
The total amount is Rs.						
Other Charges (If any) (please specify)						
Taxes in Rs.						
<b>Grand Total in Rs.</b>						
<b>Grand Total in words:</b>						

Note: The above format should be on the letterhead of the firm with the signature of Authorized Signatory



**National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401**

**Date:**

**PFMS Mandate Form**

<b>Sr. No</b>	<b>Details Required</b>	<b>Information</b>
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No	
6	PAN No	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

**Name:**



**Stamp/Seal & Signature of Vendor/Supplier:**

## Bidder Information Sheet

1.	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	BidderType (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status ( <i>Limited Company, Undertaking, Joint venture, Partnership, and others</i> )	
13	Company Category ( <i>micro-unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i> )	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in the third column he should specify as "Not Applicable"

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