

Tender Submission Letter

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

Tender No: PIET-IDEA LAB/ Admin/ Tender/ 2021-22/01

Dated:

To,
Prof (Dr.) Dinesh Goyal
Principal & Director,
Chief Mentor, AICTE-IDEA Lab,
Poornima Institute of Engineering & Technology, Jaipur

Dear Sir,

Sub: Submission of Offer against Tender No: **PIET-IDEA LAB/Admin/Tender / 2021-22/01**

I/We hereby offer to carry out the assignment detailed in the Tender issued by AICTE IDEA LAB, PIET, JAIPUR, in accordance with the tender issued dated: 08.12.2021

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

A. Tender Document

- i) Technical Bid
- ii) Financial Bid

B. Supporting Document

- iii) Audited P&L Accounts of last 3 years
- iv) Registration Certificate
- v) Authorized Dealer Certificate, from Manufacturer (If applicable)
- vi) GST Registration letter along with email ID & Phone No.
- vii) Copy of PAN/CIN No.

I/We have furnished 'Tender Fee and Earnest Money Deposit (EMD)' for the work as provided for in the Tender Conditions as indicated by PIET (Receipt Copy of Deposit is attached)

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the thereto.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal Date:

TECHNICAL BID - FORMAT

Name of the Bidder:

S.No.	Name of Equipment	Quantity	Specifications
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Terms & Conditions

- All the support services and replacement shall be provided with respect to “Company Partner Premier Support” Packs.
- The Vendor shall also provide On-Site Support (Hardware/Software) for all above mentioned location, whenever requested.
- The vendor shall coordinate with company for registering a call and delivery of support service on time.
- The vendor shall also arrange a standby device (if required) till the replacement of a faulty device received from company.

Service Level Agreement:

- Response Time: 1 business day
- Resolution Time: 2 Business Day onsite by technically qualified engineer and all hardware repair/replacement support back to back from Manufacturer.

FINANCIAL BID - FORMAT

Name of the Bidder:

S No	Description	Amount	Taxes	Total Amount
1				
2				
3				
4				

Note: The bidder should quote price inclusive of all expenses, duties, levies, out of pocket expenses, etc.

Certified that the above offer is valid for 45 days from the opening of technical bid.

Signature of the Authorized Signatory

Name of the Firm:

Place:

Date:

Address:

(with rubber stamp of the firm)

Certificate of Guarantee/Warranty (on letter head)

I / We certify that the guarantee / warranty shall be given for a period of 3 (Three) Year starting from the date of the satisfactory installation, commissioning and handing over of the equipment and the work completed under the contract. During the guarantee / warranty period, I / we shall provide the “after sale service” and the replacement of defective / or any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee / warranty shall begin only from the date of successful installation. The benefit of change in dates of the guarantee / warranty period shall be in the interest of the user / your organization.

I / We shall try to repair the equipment at Institute premises. However, in case it is not possible to repair the equipment at Institute premises, we will take out the equipment to our site on our own expenses. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repair till the equipment is rehabilitated to the Institute after repair. If any loss of equipment occurred during our custody, we will restore it / compensate to Institute for such losses.

I / We guarantee that in case we fail to carry out the maintenance work within the stipulated period, the Institute reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. The expenses of the same shall be recoverable from us with / without interest in accordance with the circumstances.

I / We undertake to perform calibration after every major repair / breakdown / taking the equipment out for repair from the Institute premises. I / We guarantee that we will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

I / We guarantee to the effect that before going out of production of the spare parts, we will give the adequate advance notice to Institute so that Institute may undertake to procure the balance of the life time requirements of the spare parts.

List of Govt. Organization/ NITs/IISER/CSIR/IISc/ Reputed University/Instiute

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization	Name of Contact Person	Contact No.

The OEM/ authorized distributor / agent must be successfully completed at least 3 similar orders in PIETs/ NITs/IISER/CSIR/IISc/ Reputed University/Institute during last 3 years.

Signature of Bidder

Name: _____
 Designation: _____
 Organization Name: _____
 Contact No. : _____

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To,
 The Director
 Poornima Institute of Engineering & Technology,
 ISI - 2, Poornima Marg, Sitapura, Jaipur, Rajasthan 302022

Sub: Authorization for release of payment / dues from Poornima Institute of Engineering & Technology through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:

City _____ Pin Code _____
 E-Mail ID _____ Mob No: _____
 Permanent Account Number _____

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			

(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)

IFS Code:(11 digit alpha numeric code)																				
Account Type	Savings				Current				Cash Credit											
Account Number:																				

Place: _____
 Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records
 Bankers Stamp:

Date: _____ Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable

To,

.....,
.....,
.....

To be signed by the bidder and same signatory competent / authorised to sign the relevant contract on behalf of PIET Jaipur

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this.....day of.....20...

BETWEEN

Director, Poornima Institute of Engineering & Technology, represented through Authorized Officer, PIET Jaipur (Hereinafter referred as the 'Principal / Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....

(Name and Address of the Individual/firm/Company) through (here-in-after referred to as the

(Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

I/We have never been banned/ debarred.

Preamble

WHEREAS the Principal /Owner has floated the Tender (No.) (here-in-after referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for

.....

(Name of work)

Here-in-after referred to as the "Contract".

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s)