

**Short notice inviting quotation**

01/QUO/CIVIL/2016-2017

Dated: 07/01/2016

Sealed quotation in plain paper are hereby invited on behalf of the Governor of Tripura from the authorized agencies for the following work upto 3:00 PM of 11/02/2016 and the details of Quotation including Terms & Conditions may be downloaded from the website [www.titagartala.nic.in](http://www.titagartala.nic.in) for submission of quotation which will be opened at 3:30 PM on the same day, if possible.

Name of work	Time for completion
Calibration of equipments	7 days.

**Terms & conditions:**

1. The quotation should be submitted in the letter head of the authorized agencies showing name of items , quantity, unit , rate & amount as shown in Bill of quantities.
2. Rate should include complete cost of each items such as cost of calibration , all sorts of transportation cost if any, any other miscellaneous cost etc if any.
3. The bidder should also quote / show clearly the applicable taxes separately.
4. **The bidder must put his signature in full ( i,e full name) along with his / her STAMP. Only putting his / her initials may not be accepted. If required , both of the above may be given along with Stamp.**
5. The evaluation of the quotation / bid would be made **taking all the items together.**  
**No part bid would be accepted.**
6. Income tax at applicable rate would be deducted at source .
7. The bidder is also require to submit **attested** ( By NOTARY ) copies of the following certificates / documents along with the quotation unless which the quotation may not be accepted :
  - i) **Registration certificate of the firm / VAT document of current validity,**
  - ii) **PAN card.**
  - iii) **Power of attorney document in case quotation is signed by other than the owner / Director of a company etc.**
  - iv) **Experience certificate / copy of work order , if any for similar works under any govt. organization . Preference in this regard may be given to the firms having experience in Govt. sector.**
  - v) **Authorization certificate / NABL certification for conducting calibration of equipments having current validity as issued by the appropriate authority/ Body.**
8. The undersigned reserves the right to accept / reject any quotation or to cancel the entire bidding process without assigning any reason in this regard at any time prior to the award of contract and not bind himself to accept lowest bidder.
9. Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

Signature of the Bidder  
With seal

Signature of the Principal  
Tripura Institute of Technology , Narsingarh.

10. The bidder shall seal the bid / quotation in an envelope addressed to the Principal, Tripura Institute of Technology, Narsingarh, Tripura(w) , super scribing on it the **Name of work & DNIQ / NIQ No.**
11. Any bid received by Principal, Tripura Institute of Technology, Narsingarh, Tripura(w) [ employer] after the deadline for submission of bid(s) will be summarily rejected and returned unopened to the bidder.
12. The Quotation shall remain open for acceptance for a period of 90 (Ninety) days from the date of opening of the tender.
13. No non-Indian National as laborer, who does not possess valid passport and visa will be allowed to work under any contractor. If otherwise the contract will be cancelled and there is no bar by police for prosecution of these contractors along with their laborers.
14. Bids will be opened in presence of bidders or their authorized representatives who choose to attend on the date and time and at the place specified in the said bid.
15. No advance payment would be made.
16. The payment would be made only after the completion of the job & calibration certificates are handed over to this office.
17. In case , any equipment(s) is found in disorder at the time of calibration , in that case no payment for calibration charges would be made against that particular equipment(s) and payment would be made only for those equipments which are calibrated.

**( Note : The format as given below may be typed in the letter head of the company etc. for submitting quotation along with all terms & conditions as indicated from Sl. No 1 to 17 above ).**

**Name of work : Calibration of equipments**

**BILL OF QUANTITIES :**

SL. No.	Name of equipments to be calibrated	Quantity	Unit	Price (INR)	Tax if any	Rate in Figure (Inclusive of Taxes) (INR)	Rate in Words (Inclusive of taxes) (INR)	Total Amount (INR)
1	Digital balance ( 5kg Capacity)	02	Nos					
2	La chatelier apparatus for soundness of cement	06	Nos					
3	Pycnometer	02	Nos					
4	Pan balance ( 10kg Capacity)	02	Nos					
5	I.S. sieve for fine (full set) aggregate	01	set					
6	Vicat Needle Apparatus	03	Nos					
7	Vibrating Table	01	No.					
8	Flakiness and Elongation index Apparatus	03	Nos					
9	Crushing Value Apparatus	02	Nos					
10	Aggregate Impact Test Apparatus	01	No.					

Signature of the Bidder  
With seal

Signature of the Principal  
Tripura Institute of Technology , Narsingarh.

SL. No.	Name of equipments to be calibrated	Quantity	Unit	Price (INR)	Tax if any	Rate in Figure (Inclusive of Taxes) (INR)	Rate in Words (Inclusive of taxes) (INR)	Total Amount (INR)
11	Flexure Testing Machine (FOR CONCRETE)	01	No.					
12	Los-Angels Abrasion Testing Machine	01	No.					
13	Cube Module 7.06 cm <sup>3</sup> Size	13	Nos					
14	Digital Balance ( 100kg Capacity)	01	No.					
15	Proving Ring 1000 kn	01	No.					
16	Le- Chatelier flask for testing of sp. gravity	02	Nos					
17	Universal testing Machine (UTM) 100 T capacity	01	No.					
18	Digital Balance (0-600gm)	01	No.					
19	Digital Balance ( 50kg Capacity)	01	No.					
20	Lab. C.B.R testing	1	No.					
21	Field . C.B.R testing	2	Nos					
22	Consolidation testing machine ( one no Analog & one no digital type) – 3 GANG	1+1 = 2	Nos					
23	Unconfined testing machine (FOR SOIL)	1	No					
24	Direct shear testing machine	2	Nos					
25	Tri-axial shear testing machine	2	Nos					
26	I.S. sieve for course ( full set) aggregate	01	set					

**Gross Total Cost : Rs.-----**

We agree to execute the above work for a total contract price of Rs..... (Amount in figures) ( Rupees ..... ) amount in words ) with in the period specified in the Invitation for quotation.

Signature of the Bidder  
With seal

Signature of the Principal  
Tripura Institute of Technology , Narsingarh.