

**GOVT. COLLEGE OF ENGINEERING AND RESEARCH, AWASARI**

Awasari (Khurd) Tal: Ambegaon, Dist. Pune (M.S.) - 412 405

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No. GCOEARA/Store /2016-17/ 3728

Date: 11 NOV 2016

To,  
As per addresses overleaf

Express post

**Subject: Quotation for data entry in MKCL's Libreria software (For Library, Govt. COE&R Awasari Khurd)**

Dear Sir/Madam,

Sealed quotations are invited from manufacturers / their authorized suppliers for supply of the following equipments/machinery to this institute. The quotation in specified format, along with necessary supporting documents should be sealed in an envelope and submitted to this office on or before the prescribed time and date mentioned this invitation letter.

Sr.No.	Specification of store/details of work	Qty*
1.	Data entry work of various fields in MKCL's Libreria software. 1. Online feeding of information about 14 fields of master data file in MKCL's Libreria software. 2. Online feeding of information about 11 mandatory and 17 other fields in MKCL's Libreria software, for each title. 3. Scan and upload front page for each title. 4. Generate and print barcode stickers for each book.	1600 titles

\*Actual Quantity may vary in Work Order

**Last date for submission of above quotations to this office is 22.11.2016 till 5.00 PM**

**Instructions to bidders and Terms & Conditions:**

1. The quotations must be submitted in sealed envelope, in prescribed format with details of enquiry number, laboratory name last date for submission etc. super scribed on envelope.
2. The quotations must be supported by necessary technical literature, and other documents.
3. The bidder must not be a defaulter to any Government authorities and must not have been black listed/debarred from supplying goods.
4. The bid must be for inclusive price of the goods, must include all taxes and levies, transportation charges, freight etc and for warranty of 2 years from the date of installation.
5. Rates quoted should be valid for 90 days from the last date of submission of offer.
6. The bid offer must comply with all technical specifications and requirements of the user department. Mere quoting lowest price will not be the criteria for award.
7. The bidder must mandatorily quote PAN number and VAT TIN, while submitting the quotation.
8. The consignee will make payment for the goods received by way of RTGS/NEFT/ECS, as the case may be. Hence the supplier will have to provide bank details to the consignee.
9. Payments will be done only after delivery, successful installation and working trial at the consignee's place. Advance payments will not be done.
10. This office reserves the right to reject any or all bid offers, without assigning any reason (/s), thereof.

P.T.O.

11. List of documents to be attached - i) covering letter with details of bidders, address, telephone number, mobile number, email ID, name, signature and seal, ii ) type of business entity- manufacturer / authorized dealer, any others (to be specified), iii) PAN card xerox, iv) sales tax / VAT TIN number v) offer letter stating make and model quoted, vi) authorization from manufacturer regarding support during bidding process and warranty period, in case the bidder is not a manufacturer, vii) technical literature of item quoted, viii) price quote along with taxation, inclusions and exclusions, if any, ix) undertaking that the bidder has not been black listed or debarred from supplying previously. x) Undertaking about compliance of terms and conditions mentioned in this quotation.



(Dr. A.S. Pant )  
Principal

Govt.College of Engg. & Research Awasari (khurd)

Copy to: