



भारतीय प्रौद्योगिकी संस्थान इन्दौर

अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, सी ए टी वी परिसर, खंडवा रोड,
इन्दौर ४५२ ०१७ मध्यप्रदेश, भारत

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Indian Institute of Technology Indore

Institute of Engineering and Technology, DAVV Campus, Khandwa Road,
Indore 452 017, Madhya Pradesh, India

IIT Indore

LIMITED TENDER ENQUIRY

ENQUIRY NO. IITI(MM)/BSBE/2/0088/PK/15-16

DATE : 15.07.2015

Last date of submission:

28/07/2015 3.00 PM (IST)

Date of Opening :

28/07/2015 3.30 PM (IST)

Dear Sir,

We are interested to buy the items mentioned for our Institutional Purpose. You are hereby requested to submit you valid and firm quote for the following items sealed in **Single-bid**. Your quotation should be dropped in the Tender Box kept in the **IIT-I Workshop Building, Simrol Campus, Khandwa Road, Indore** only.

Sl. No.	Item with Specifications	Qty.
1.	Class II Type A2 Bio-safety Cabinet. Specifications : Size 4ft. /1.2m. UV Lamp, ULPA Filters, Single piece SS 304 Interior, Direct Mounted Electrical Outlet, With LED Display and filter life display. American Style Service Fixture with 50 mm thread length Universal. Support stand with caster wheels (height 28") for 4 ft cabinets.	01

Instructions to Bidder(ITB):

Please Note:

You are requested to kindly go through the detailed **Terms & Conditions** mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes.

1. Please mention the enquiry no. & due date on the top of the Bid envelop.
2. Please submit copy of your **Income Tax Number and copies of PAN** with your offer.
3. The offer must be submitted in **Single bid** system.
4. **No Tender is to be handed over** to any of our staff/ any other person.
5. All tenders/quotations should be sent to the following address: **The Deputy Registrar (MM), IIT Indore, Simrol Campus, Khandwa Road, Indore – 452020(M.P.).**
6. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
7. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of **authorization certificate** should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
8. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
9. **All communications** are to be addressed to the undersigned only.

Terms & Conditions


The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:

1. **Price:** The **basic price** must not be higher than price of the principal, if any additional accessories/Optional items are required in enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. Items need to be quoted per **Unit Price**, thereby totaling the net price at the end of the Price Bid form.
3. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer.


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4. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in Percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is Inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
5. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
6. **Overhead Charges:** The quoted price (final offer) must be F.O.R.- IIT Indore, Indore including all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, Insurance etc. with detail break-up.
7. **Additional Charges** for , Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
8. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
9. **Concession/Exemptions:** As per Govt. Notification No. 10/97-CE dt 01.03.97, IIT's is exempted from payment of Excise duty. We shall provide all the documents under this notification to enable you to clear the goods without payment of Excise duty, wherever required. Please state clearly that this Certificate is required.
10. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **60 (Sixty) days** from the last date of submission of quotations.
11. **Delivery Terms:** Our standard Delivery Terms is FOR,IIT, Indore destination Campus. Rates should be quoted accordingly.IIT Indore is in transit of moving to its new campus at Simrol Khandwa road indore
12. **Delivery Schedule:** Items should be delivered only on Working Days(Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.
13. **Place of Delivery :** IIT-Indore operates from 04 Different Campus in Indore. All items should be delivered to
 - a. IIT-Indore in IET-DAVV Campus
 - b. IIT,PACL Campus - IIT Indore, Survey No. 113/2-B, Village Harnia Khedi, Tehsil MHOW, Distt., A.B. Road, Opp. Veterinary College, Indore
 - c. IIT-Silver Spring Campus,
 - d. IIT, Simrol, Khandwa Road
14. **Receipt of Goods:** The items ordered should be delivered at appropriate place in Good condition and with proper package. The Items would be weighed, counted and Measured, if required to confirm the accuracy and a provisional acknowledgement will be given.
15. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, Inspection, demonstration, Training schedule etc..
16. **Specification and Make:** Quotation should confirm the exact specification and make, Model, if any shown in the enquiry against Sl. No. of the item. In the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached.
17. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
18. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage on shipment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.
19. **Payment:** Full payment within 30 days from the date of final Acceptance.
20. **Guarantee/ Warranty:** The equipment should be guaranteed On site(in situ) against any manufacturing defect for a period of at least 12 months or as per OEM from the date of final acceptance.
21. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises. In case the Part or equipment is to be taken out of IIT, the Supplier has to furnish an undertaking and also take it at their own cost and Risk.
22. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of Director IIT. In case of delay in installation and Commissioning, Inspection, Certification etc also the same rate of penalty shall be leviable.
23. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
24. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
25. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully,


 Deputy Registrar (MM)
 एस.पी. होता / S.P. HOTA
 उप कुलसचिव / Deputy Registrar
 आई.आई.टी. इन्दौर / IIT Indore