



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल कैम्पस, खंडवा रोड, पी.ओ. सिमरोल,
इंदौर-453 552, मध्य प्रदेश
Indian Institute of Technology Indore
SimrolCampus, Khandwa Road, P.O. Simrol,
Indore-453 552, Madhya Pradesh

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Request for Quotation

RFQ NO.: IITI(MM)/CH/6/6F/328/SMM/2016-2017

December 07,2016

Sub.: Request for Quotation of “**CLASSROOM DESK (TWO SEATER)**”

Dear Sir/Madam,

It is proposed to buy the items mentioned below for our Institutional purpose. Accordingly, you are hereby requested to submit your valid and firm quote for supply, installation, commissioning, certification etc. as per the terms & conditions indicated herein below in respect of the following items sealed in **Single-way bid system**. Your quotation should be dropped in the Tender Box kept in the **IITI, Simrol Campus, Near Security Control Room in Workshop Building, Indore- 453 552 , M.P.** only.

Schedule of Tendering:

Sl. No.	Event	Date and Time	Remarks
01	Down loading of Tender document	From 07.12.2016	Institute website: www.iiti.ac.in
02	Sample Submission/ Demonstration of Product.	12.12.2016- 03.00 PM(IST) At IIT Indore -Simrol	Please refer tender Terms at ITB
03	Submission of Bids (Technical and Price Bid)	Upto 14.12.2016– 03.00PM(IST) At IIT Indore -Simrol	Please refer tender Terms at ITB
04	Opening of Technical Bids	Upto 14.12.2016– 03.30PM(IST)	Please refer tender Terms at ITB

Technical details of items:

Sl.No	Item with specifications	Qty
1.	<u>CLASSROOM DESK (TWO SEATER)</u> Size: Size: length-1050mm, Width-950mm & Height-750mm. Top, Seat, Back & Modesty are in 18mm thk. Particle Board ply/Wooden Plank with 0.8MM Thk Postform Lamination. All exposed edges are covered by PVC edgeband/Wooden bidding. Understructure are in MS (50 X 25 X 1.6 tHK) And dia 25 x 1.2 mm Thk CR Tube And Verticle Press formed structure in 0.8mm CRCA Sheet. All Metal Components are Epoxy Powder Coated followed by 7 Stage Pre Treatment. Color:- Wooden in Beach Shade & Metal with Powder Coating in D. Gray Shade. Indicative Image is enclosed for reference.	200 No.

Image - I



Image - II



Image - III

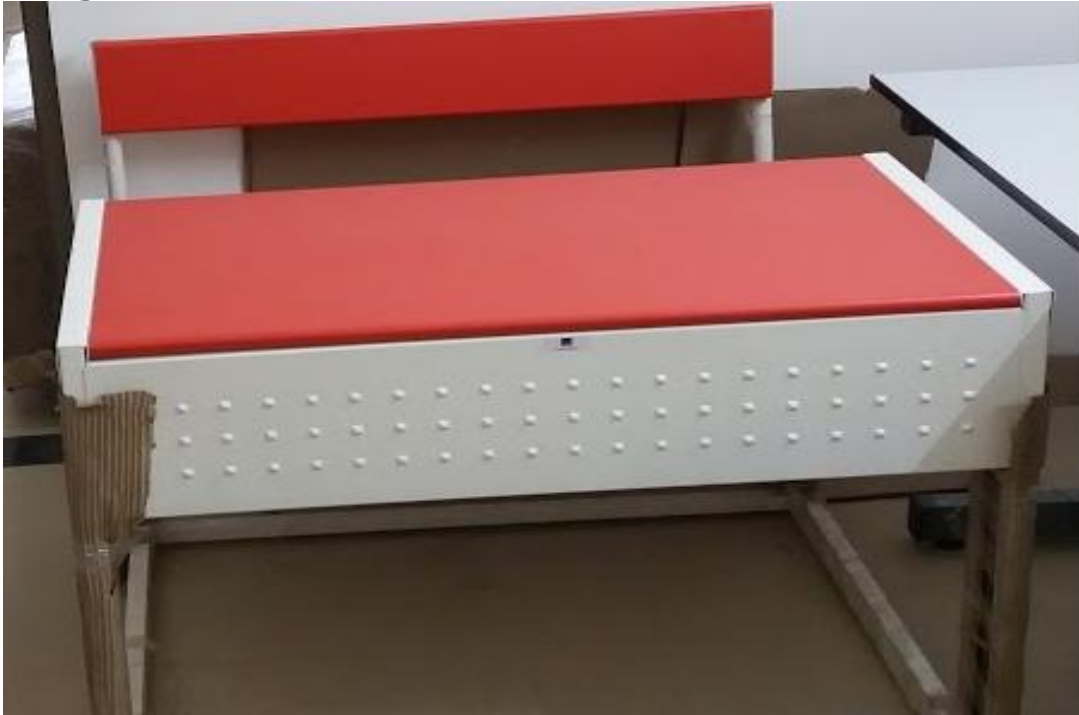


Image - IV



Image - V



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 way 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 or deposited in the tender box at the following address: **Deputy Registrar (MM), IITI, Room No. WS-102, Ground floor, Workshop Building Simrol Campus, Indore- 453 552, M.P. only**
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 related to this tender should be addressed to the undersigned only.
10. In case the due date of bid opening notified is declared as Holiday for the institute due to any reason/s, the next working day will be treated as the due date and the Bids will be opened at the same scheduled time on the next working day at declared venue.

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. **Earnest money deposit** of ₹ 36,000.00 (Rupees Thirty Six Thousand Only) to be submitted in the form of Demand Draft from any Nationalized Bank in favour of the **Registrar, IIT Indore payable at Indore. Bids received without EMD will be rejected.**
4. **Earnest Money Deposit (EMD / Bid Security (BS))** has to be submitted by bidders except those who are registered with
 - I.) Central Purchase Organization (CPO) i.e. DGS & D.
 - II.) National Small Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The NSIC should be valid for a period of six months (180 days) beyond the Bid validity.
 - III.) Concerned Ministry / Department.
5. **Performance Bank Guarantee:** The firm has to submit a performance security of 10% of the total order value to be submitted from an Indian Scheduled Bank before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period. No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.

6. No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore
7. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as **Annexure-I & II.**
8. **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.
9. EMD: EMD of the Unsuccessful bidder/s will be returned/Refunded after the institute takes final decision to award the contract.
10. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
11. **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.
12. **Additional Charges if any,** for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
13. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
14. **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.
15. **Concession Custom duty:** IIT-I being an academic institute is entitled for payment of Concessional Customs Duty on import of Scientific Instruments for Academic and Research purposes in terms of Govt. Notification No. 51/96 dated 23.07.1996 and Central Excise Duty Exemption in terms of Govt. Notification No.10/97-Central Excise Dated 01.03.1997 as amended from time to time. Presently this is valid till 31.08.2021 vide Order No. TU/V/RG-CDE(1145)/2016 Dt. 26.03.2016 issued from DSIR-Min. of Sc & Tech; Govt. of India.
16. **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.
17. **Delivery Terms:** Our standard Delivery Terms is FOR,IIT, Indore destination Campus. Rates should be quoted accordingly.
18. **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.
19. **Place of Delivery :** IIT Indore, Simrol, Khandwa Road, Indore-453 552
20. **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.
21. **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.
22. **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.

23. 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.
24. **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 consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.
25. **Payment:** Payment will be released through wire transfer/bank RTGS transfer after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challans(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the Deputy Registrar (MM), IIT Indore. The payment will be released within 30 days after receiving of the bills as mentioned above and from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications ordered. In case of import, the payment term may be 100% through Letter of Credit (LC)/Wire Transfer - 80% against dispatch documents and balance 20% after successful delivery & installation.
26. **Guarantee/ Warranty:** The equipment should be guaranteed Onsite (in situ) against any manufacturing defect for a period of at least **01 year** by OEM from the date of installation and final acceptance.
27. 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.
28. **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.
29. **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.
30. 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.
31. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully,

Deputy Registrar (MM)
Materials Management Section

ANNEXURE- I

PRICE SUBMISSION FORM (to be utilized by the bidders for Indigenous quotes)

RFQ NO.: IITI(MM)/CH/6/6F/328/SMM/2016-2017

December 7,2016

Name of the Company/ Firm M/S.-----

	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the item	
Taxes	Sales Tax applicable (in Percentage)	
	Service Tax if applicable	
Service Charge	Service Charge	
Overheads	Transport Charge	
	Packing Forwarding and Insurance charges	
	Delivery charges if extra(Loading/ Unloading)	
	Documentation Charges, if applicable	
	Installation etc.	Installation Charges
	Commissioning Charges	
	Inspection Charges	
	AMC Charges to be quoted per annum for Beyond standard warranty	
Other charges if any		
	Total Landing Price to IIT-Indore (in Figures)	
Total Price in Words		

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Signature of the Authorised person with seal and date

ANNEXURE- II

PRICE SUBMISSION FORM (to be utilized by the bidders for Import quotes)

RFQ NO.: IITI(MM)/CH/6/6F/328/SMM/2016-2017

December 7,2016

Name of the Company/ Firm M/S.-----

	DESCRIPTION	Price per Unit
Price	Basic Price of the item	
Taxes	Ex-works	
	Packing & forwarding charges	
	FCA /FOB	
Overheads	Insurance + Freight Charges	
	CIP & CIF	
	Concessional Custom duty Custom duty Exemption certificate will be issued by IIT Indore.	
	Clearance & Transportation charges	
	Total cost	
Installation etc.	Installation & Commissioning Charges	
	AMC Charges to be quoted per annum for Beyond standard warranty	
Other charges if any		
Total Landing Price to IIT-Indore (in Figures)		
Total Price in Words		

Price quoted is firm and final with Validity as per the terms of IIT-I tender Terms.

Signature of the Authorised person with seal and date