



भारतीय प्रौद्योगिकी संस्थान इन्दौर
सिमरोल, खंडवा रोड, इन्दौर, भारत, पिन - 453 552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore, India, PIN - 453 552

Ph. : 0731-2438949 / 958
Fax : 0731-2438966
Mail : mms@iiti.ac.in

IIT Indore

TENDER NOTICE

Tender Notice No.: IITI(MM)/HST/1/1F/415/DK/2016-2017

March 15, 2017

Sub.: Tender Notice for Single Door Refrigerator

Last date of submission: March 24, 2017, 3.00 PM

Date of Opening : March 24, 2017, 3.30 PM

Sealed tenders are invited by IIT Indore from OEM/ their Authorized Distributors/Accredited Indian Agents/ Sole Selling Agents for procurement of Refrigerator.

Interested bidders can send their quotes (scanned copy of signed document/quotation) by email to drmm@iiti.ac.in latest by 24/03/2017 before 3.00 PM.

Accordingly, you are hereby requested to submit your valid and firm quote for supply & installation as per the terms & conditions indicated herein below in respect of the following items sealed in Single bid basis.

Sl.No.	Item with specifications	Quantity
1.	Refrigerator Capacity in the following range: 47 liter Single Door Fridge ✓ Freezer with separate ice chamber Customized Colour matching with interior	100 Nos.

Special Conditions :

1. Firm should submit the quotation by email and the hardcopy of the quotation along with EMD should be submitted on or before 24/03/2017.
2. The bidder should be able and willing to deliver the products in fully functional position within 15 days from placing of the purchase order.
3. Details of similar products such as features, functions, images etc. are to be attached with the quotes.
4. As a special case bidders can submit quotes (scanned copy of signed document/quotation) by email to drmm@iiti.ac.in. Please see annexure- I for the standard format.
5. Warranty of 02 (Two) year
6. Online EMD deposit link <http://deposit.iiti.ac.in/mms>

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. 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.
5. **Firm should submit the proprietary article certificate, if sole manufacturer.**
6. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
7. All communications related to this tender should 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. Earnest money deposit of ₹ 18,000.00 (Rupees Eighteen 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. You can submit the EMD by Online link <http://deposit.iiti.ac.in/mms>
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. 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

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.

7. **Price Bid format:** Please fill up the relevant formats enclosed as **Annexure-I**.
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. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
10. **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.
11. **Additional Charges if any,** for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
12. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
13. **Concession/Exemptions:** IIT-I is exempted from payment of Excise Duty. We shall provide all the documents to enable you to clear the goods without payment of Excise Duty, wherever required. 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.26/08/2016 issued from DSIR-Min. of Sc. & Tech; Govt. of India.. Please state clearly that this Certificate is required.
14. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **90 (Ninety) days** from the last date of submission of quotations.
15. **Delivery Terms:** Our standard Delivery Terms is FOR, IIT, Indore destination Campus. Rates should be quoted accordingly.
16. **Delivery Schedule:** Delivery within 05 days from the date of PO. Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.

17. **Place of Delivery:** Guest House, Studio Apartment, IIT, Khandwa Road, Simrol, Indore-453552
18. **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.
19. **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.
20. **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.
21. 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.
22. **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.
23. **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.**
24. **Guarantee/ Warranty:** The equipment should be guaranteed Onsite (In situ) against any manufacturing defect for a period of at least 01 years by OEM from the date of installation and final acceptance.
25. 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 IITI, the Supplier has to furnish an undertaking and also take it at their own cost and Risk.



26. **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 IIT. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
27. **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.
28. 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.
29. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully,



Deputy Registrar (MM)

ANNEXURE- I

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

Tender Notice No.: IITI(MM)/HST/1/1F/415/DK/2016-2017

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

Sl. No.	Item with specifications	Qty.	Unit Price	Total Amount
1.	Refrigerator Capacity in the following range: 47 liter Single Door Fridge Freezer with separate ice chamber Customized Colour matching with interior Note: Make & Model should be specified.	25 nos.		
	Taxes -Sales Tax applicable (in Percentage)			
	Service Tax if applicable			
	Service Charge			
Over heads	Transport Charge			
	Packing and Forwarding			
	Delivery charges if extra(Loadng/ Unloading)			
	Documentation Charges, if applicable			
	Installation Charges			
AMC	AMC Charges to be quoted per annum for beyond standard warranty			
Other charges if any				
TOTAL AMOUNT FORD =				
In Words -				

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

* Similar product variants can be quoted with details for comparison.

Date:

**Signature of the Authorised person
with seal**