



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल कैम्पस, खंडवा रोड, पी.ओ. सिमरोल,  
इंदौर-453552, मध्य प्रदेश  
**Indian Institute of Technology Indore**  
Simrol Campus, Khandwa Road, P.O. Simrol,  
Indore-453552, Madhya Pradesh

Office: +91-731-2438958  
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IIT Indore

## Request for Quotation

RFQ NO.: . IITI(MM)/WS/1/1D/ 622/MD/2017-2018

March 28, 2018

Sub.: Request for Quotation of “Supply of Spare material for 2MVA DG set”

Last date of submission: April 13, 2018, 3.00 PM

Date of Opening : April 13, 2018, 3.30 PM

Dear Sir,

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 suppl. as per the terms & conditions indicated herein below in respect of the following items sealed in Single-way bid basis your quotation should be dropped in the Tender Box kept in the IITI, Simrol Campus, Near Security Control Room in Workshop Building, Indore- 453552, M.P. only.

Sl. No.	Item with specifications	Qty
01	Lub Oil Filter(4324909)	06 Nos.
02	Fuel Filter(4759205)	02 Nos.
03	Lubricating oil( SAE 15W40)	208Ltrs.
04	Element Air Filter(SE551C/4)	4 Nos.
05	Head Cover Gasket(SE478F)	16 Nos.
06	Coolent PI60	400 Ltrs.
07	Transport services	1 LS

### 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, GST and copies of PAN** with your offer.
3. The offer must be submitted in **Single way bid** system mentioning technical specification and rate quote clearly.
4. **No Tender is to be handed over** to any of our staff/ any other person.

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

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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- 453552, M.P. only.**
6. **For any information related to this tender, bidder may contact to njadhav@iiti.ac.in/mms@iiti.ac.in or Landline no 0731-2438958 /0732-4306958**
7. 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.
8. **OEM** can submit the bid for the items either directly as bidder /vendor or through their authorized distributor/agent against the tender. However the OEM & their authorized distributor/Agent cannot quote for the same item together.
9. If the firm quoting for above mentioned items is authorized dealer of the manufacturer. Copy of **authorization certificate** should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
10. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
11. 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. 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.
4. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as **Annexure- I & II**.
5. **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.
6. **Concessional Sales Tax Certificate** not against 'C/D' form along with GST Number etc if applicable.
7. **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.
8. **Additional Charges if any,** for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
9. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
10. **Concession/Exemptions:** 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.25.04.2017 issued from DSIR-Min. of Sc & Tech; Govt. of India.

11. **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.
12. **Delivery Terms:** Our standard Delivery Terms is **FOR, IIT**, Indore destination Simrol Indore. Rates should be quoted accordingly.
13. **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 within **01 to 02 weeks**.
14. **Place of Delivery:** Estate Department IIT Indore, Simrol Khandwa Road Indore-453552.
15. **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.
16. **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.
17. **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 our 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.
18. 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.
19. **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.
20. **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.
21. **Guarantee/ Warranty:** The equipment should be guaranteed On site (in situ) against any manufacturing defect for a period of at least **03 years** by OEM from the date of installation and final acceptance.
22. 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.
23. **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.

24. **Force Majeure** : Neither the contractor nor the institute shall be liable to the other, for any delay or failure of their respective obligations under this contract caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely
25. **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.
26. 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.
27. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully,

**Deputy Registrar  
Material Management Section  
IIT Indore**

## ANNEXURE- I

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

RFQ NO.: . IITI(MM)/WS/1/1D/ 622/MD/2017-2018

March 28, 2018

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

	DESCRIPTION	Price per Unit in INR
<b>Price</b>	Basic Price of the item	
<b>Taxes</b>	GST as applicable	
<b>Service Charge</b>	Service Charge	
<b>Overheads</b>	Transport Charge	
	Packing and Forwarding	
	Delivery charges if extra(Loading/ Unloading)	
	Documentation Charges, if applicable	
<b>Installation etc.</b>	Installation Charges	
	Commissioning Charges	
	Inspection Charges	
	Relocation & AMC Charges Per annual beyond warranty,	
<b>Other charges if any</b>		
	<b>Total Landing Price to IIT-Indore (in Figures)</b>	
<b>Total Price in Words</b>		

*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

एस.पी.होता/S. P. HOTA  
उप कुलसचिव/Deputy Registrar  
आई.आई.टी., इन्दौर  
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## ANNEXURE- II

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

RFQ NO.: . IITI(MM)/WS/1/1D/ 622/MD/2017-2018

March 28, 2018

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

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

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

**Signature of the Authorized person with seal and date**