



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)/WS-MISC/10/10E/625/SFA/17-18

March 09, 2018

Sub.: Request for Quotation of "Supply of Sports Coating Material for Tennis Court"

Last date of submission: **March 19, 2018 3.00 PM**

Date of Opening : **March 19, 2018 3.30 PM**

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.

Sl.No	Item with specifications	Qty														
01	Supply of Sports Coating Material for Tennis Court. Make of Product : Sports master , Decotar Name of Item Acrylic sports coating material for Tennis Court.	01														
	<table border="1"><thead><tr><th>Particular</th><th>Qty.</th></tr></thead><tbody><tr><td>Green color 55 Gallon Drum</td><td>150 ltr</td></tr><tr><td>Blue Color 55 Gallon Drum</td><td>150ltr</td></tr><tr><td>Acrylic Resurfacer 55 Gallon Drum</td><td>208 ltr</td></tr><tr><td>Supply of cushion master I (fine rubber)</td><td>416 ltr</td></tr><tr><td>Supply of cushion master II (Coarser rubber)</td><td>416 ltr</td></tr><tr><td>T/c white line marking paint 1 jug (3.78 ltr)</td><td>1 jug</td></tr></tbody></table>		Particular	Qty.	Green color 55 Gallon Drum	150 ltr	Blue Color 55 Gallon Drum	150ltr	Acrylic Resurfacer 55 Gallon Drum	208 ltr	Supply of cushion master I (fine rubber)	416 ltr	Supply of cushion master II (Coarser rubber)	416 ltr	T/c white line marking paint 1 jug (3.78 ltr)	1 jug
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Note : Delivery Period : 02 weeks.																

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 GST 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. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as **Annexure-I**.
4. **GST :** as applicable should be mentioned clearly in Percentage (%) and in exact Figure.
5. **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, Freight, Insurance etc. with detail break-up.
6. **Additional Charges if any,** for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
7. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.
8. **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.
9. **Delivery Terms:** Our standard Delivery Terms is FOR,IIT, Indore destination Campus. Rates should be quoted accordingly.
10. **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.
11. **Place of Delivery :** IIT Indore, Simrol, Khandwa Road, Indore-453 552
12. **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.
13. **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.
14. **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.
15. 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.

16. **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.
17. **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.
18. IIT I reserves the right to modify/alter/Insertion or deletion on any part of the tender document /NIT to ensure fulfillment of its material & service requirement at any stage.
19. 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 I, the Supplier has to furnish an undertaking and also take it at their own cost and Risk.
20. **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 I. In case of delay in installation and Commissioning, Inspection, Certification etc also the same rate of penalty shall be leviable.
21. **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.
22. 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.
23. 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)/WS-MISC/10/10E/625/SFA/17-18

March 09, 2018

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

	DESCRIPTION	Price per Unit in INR
Price	Basic Price of the item	
Taxes	GST	
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	
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 Authorized person with seal and date