



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल खंडवा रोड इंदौर
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IIT Indore

Indian Institute of Technology Indore
Simrol Khandwa Road, Indore-453552

Request for Quotation

RFQ NO.: IITI(MM)/SIC/4/4A/726/SMM/2018-19

May 04, 2018

Sub.: Request for Quotation of “AMC for Zeiss Field Emission Scanning Electron Microscope”

Last date of submission: **May 14, 2018, 3.00 PM**
Date of Opening : **May 14, 2018, 3.30 PM**

Dear Sir,

You are hereby requested to submit your valid and firm quote for AMC. as per the terms & conditions indicated herein below in respect of the following items sealed in **Single-bid**. Your quotation should be dropped in the Tender Box kept in the **IITI, Khandwa Road, Simrol Campus, Hub Building, Indore- 453552 , M.P.** only.

Sl.No	Item with specifications	Qty
1.	Protect Advanced Service Agreement (AMC) for Zeiss Field Emission Scanning Electron Microscope , Model SUPRA 55-41-49	1 no.

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 or deposited in the tender box at the following address: **Deputy Registrar (MM), IITI, Khandwa Road, Hub Building, Simrol Campus, Indore- 453552, 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.

Terms & Conditions

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

1. SCOPE OF WORK

i. The contractor shall provide maintenance service to keep the machine in good and efficient working condition covered under this contract. In addition to this, the contractor should provide preventive and corrective maintenance of machine and should get verified from authorized official of the concerned branch/office.

- ii. The complaint should be attended within 24 hours from the time its logged in and there is no limit of breakdown calls to be attended with no extra cost.
 - iii. The service provider will be responsible for any mishap or accident or untoward incidence during the maintenance of machine which may occur due to negligence of the service engineer of the contractor firm.
 - iv. No advance payment on any portion of service will be made under any circumstances.
 - v. For repairing or replacement the contractor should use OEM or OEM approved spares only.
2. **Price Bid format:** Please fill up the relevant formats enclosed depending on the offer as Financial bid.
 3. **Service :** Routine maintenance, performance checks, re-alignment, replacement of parts.
 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 if any,** 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. **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.
 10. The Annual Maintenance contract is for a period of 1 year from the date of issue of letter to commence the work.
 11. **Payment :** The half amount of the total value of AMC contract will be paid in advance once the agreement is signed by the contractor and T.D.S/GST as applicable will be deducted. The remaining amount will be paid after expiry of six months from the date of first payment.
 12. **Delivery Terms:** Our standard Delivery Terms is FOR, IIT, Indore destination Campus. Rates should be quoted accordingly.
 13. **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.
 14. 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.
 15. For any dispute, the place of jurisdiction shall be Indore, India only.

Yours' faithfully,

Deputy Registrar
Material Management Section
IIT Indore

FINANCIAL BID

ANNUAL MAINTENANCE CONTRACT

Sr. No	Name of the item	Qty	Cost per annum	Tax/GST	Total cost for AMC
01	Protect Advanced Service Agreement (AMC) for Zeiss Field Emission Scanning Electron Microscope , Model SUPRA 55-41-49	01			

Signature:-

Bidder Name:-

Dated:-

Seal:-