



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड इंदौर – 453552

Indian Institute of Technology Indore Tel.: 07324-306958
Simrol, Khandwa Road, Indore- 453552 Email: mms@iiti.ac.in

Request for Quotation

RFQ NO.: IITI(MM)/SIC/1/1A/755/KP/2018-2019

June 28, 2019

Sub.: Request for Quotation of “TGA Small Furnace ”

Last date of submission:

July 05, 2019, 3.00 PM

Date of Opening :

July 05, 2019, 3.30 PM

Dear Sir,

It is proposed to buy the items mentioned below as per specification 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 basis**. Your quotation should be dropped in the Tender Box kept in the **IITI, Simrol Campus, Hub Building(Sodium), Indore- 453552, M.P. only**.

Sl.No	Item with specifications	Quantity
1.	TGA Small Furnace 1100 (exchange offer) for the functioning of Thermo Gravimetric Analyzer. Gas pipe SF CPL (Old equipment quantity 01 Buy back offer)	1 no.

NOTE:

Buyback offer : (Exchange offer) price may be given while submitting the bid as per GFR rule 176.

PAC : Proprietary Article Certificate if required may please be submitted along with the bid.

Firm should quote the price both for item with buyback offer and without buyback offer.

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: In charge (MM), **IITI, Hub Building (Sodium) 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.

In-Charge
Material Management Section (MMS)
IIT INDORE

10. All the bidders are requested to ensure that the point of destination (MMS, IITI, Simrol Campus, Khandwa Road, Indore - 453552) is within the Service area of the Courier company. Else the Bid/Quotation may be sent well in Advance through post (Speed Post/Registered) to ensure delivery of the Documents within the stipulated Date and Time indicated in the Tender Notice.
11. IITI will NOT be responsible for any delay in Transit and no extension of Date of Submission can be considered."

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 ₹ 14,000.00 (**Rupees Fourteen Thousand Only**) to be submitted on line mode <https://www.onlinesbi.com/sbicollect/collecthome.htm> . **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. 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.
6. **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 depending on the offer as **Annexure- I & II**.
8. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
9. **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.
10. **Additional Charges if any**, for Installation, Commissioning, Certification, Extended Warranty any other charge(s) must be mentioned clearly.
11. **Discounts:** The bidder need to mention clearly the exact figure of discount offered and also the Percentage, if any.

- 12. 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 31.08.2016 vide Order No. TU/V/RG CDE (1145) /2010 Dt.05.04.2011 issued from DSIR-Min. of Sc & Tech; Govt. of India.
- 13. 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.
- 14. Delivery Terms:** Our standard Delivery Terms is FOR, IIT, Indore destination Campus. Rates should be quoted accordingly.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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.
- 19.** 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.
- 20. 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.
- 21. 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.
- 22. Guarantee/ Warranty:** The equipment should be guaranteed On site (in situ) against any manufacturing defect for a period of at least **01 year** by OEM from the date of installation and final acceptance.
- 23.** 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.
- 24. 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 IITI. In case of delay in installation and Commissioning, Inspection, Certification etc also the same rate of penalty shall be leviable.

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,


In charge (MM)
In-Charge
Material Management Section (MMS)
IIT INDORE

ANNEXURE- I

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

RFQ NO.: IIT(MM)/SIC/1/1A/755/KP/2018-2019

June 27, 2019

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 and Forwarding	
	Delivery charges if extra(Loading/ Unloading)	
	Documentation Charges, if applicable	
Installation etc.	Installation Charges	
	Commissioning Charges	
	Inspection Charges	
Other charges if any	AMC charges beyond warranty period. Please quote charges per annum basis.	
	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)/SIC/1/1A/755/KP/2018-2019

June 27, 2019

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	
Other charges if any	AMC charges beyond warranty period. Please quote charges per annum basis.	
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