



# Hkkjrh; lwpuk çkS|ksfxdh laLFkku]ukxiqj ††000

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR**

C/o Regional Telecom Training Centre (RTTC) BSNL, Seminary Hills, Nagpur-440006  
091-0712-2801369, Email: registrar@iiitn.ac.in

**Camp Office:** Store section ,1<sup>st</sup> Floor, Old Library Building, VNIT Nagpur, S.A. Road, Nagpur – 440010 (MS)

(Please quote "LTE No." for reference in all documents)

## LIMITED TENDER ENQUIRY



LTE No.: IIITN/STR/LTE/FURNITURE/2018-19/2/

DATE:01.05.2018

### **Sub.: Request for Tender for Desk and Bench for Classroom at IIIT Nagpur.**

Date & Timing of issuing the tender : Time 9.30 A.M. Date: 01/05/2018  
Last Date & Timing of Submission the Tender : Time 3.00 P.M. Date: 15/05/2018  
Date & Timing of opening the tender : Time 3.30 P.M. Date: 15/05/2018  
**EMD (Rs.)** : **Rs. 5750/-**

You are requested to quote for the following items sealed in single cover:-

Sr No	Description	Size /(Technical specification)	Quantity	Diagram of Indicative
1	Two Seated arrangement for class rooms (Desk & Bench)	Desk Height :30" Length :36" Width :15" 16 Gauge , Steel ( M.S) square rod, Wooden frame for Top, Both side sunmica. ( square Road has to be paint in Black Color)	90	
	Bench	Height :18", Length :36" Width :12" 16 Gauge , Steel (MS) square rod, Wooden frame for base and back side , Both side sunmica. ( square Road has to be paint in Black Color)	90	

### **Note: -**

You are requested to kindly go through the detailed terms & conditions/instructions mentioned below and overleaf and submit your most competitive offer latest by the submission deadline cited above.

### **Instructions:**

1. Please mention the enquiry no., name of the equipment and due date on the top of the envelope.

2. Vendor should submit copy of **GST No, GST Registration No, PAN No, Certificate of Firm Registration** with your offer failing which the quotation will not be entertained.
3. The offer must be submitted in **Single Bid**. Tender/quotations should be dropped in the **Quotation / tender box** kept in the Stores Section, Old Library Building, 1<sup>st</sup> Floor, South Amabazari Road, Visvesvarya National Institute of Technology, Nagpur-440010 (MH) OR courier/registered post/speed post in advance so that it reaches us on or before the due date and time to Stores Section, Old Library Building, 1<sup>st</sup> Floor, South Amabazari Road, Visvesvarya National Institute of Technology, Nagpur-440010 (MH) on any working day on or before 3.00 pm of the last date of submission. Quotations received after the due date and time will not be considered.
4. The email offer will be rejected. The quotations must be neatly typed, computer printed, hand written. Quotations must carry the numbers of GST invariably on the top.
5. Each bidder shall submit only one quotation. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm. Conditional quotations(s) will not be accepted.
6. The price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.
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. Offer submitted without proper authorization shall be rejected summarily. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
8. The Bank/RTGS/NEFT detail must be submitted along with the quotations/Tenders on the letter head. A scan copy of the cancelled cheque can also be attached for verification of IFSC code.
9. All item should be portable, an & when required & complied with easy 4 convent transportation.

### Terms and Conditions

**The offer must comprise of the following, failing which it will be treated as non responsible hence rejected:**

1. The basic price must not be higher than price of the Principal, if any additional accessories required, as per enquiry, it must be quoted separately. For proprietary items, original proprietary certificate from Manufacturer and quotation with duly signed must be submitted. The price quoted by supplier in foreign currency will be converted into Rupees as per corresponding rates on the day of opening of the bid (Price Bid).
2. The rates offered should be exclusive or inclusive taxes. The rates offered should clearly be specified, the exact figure of percentage of discount offered. The percentage of taxes must be either inclusive/exclusive (extra) in exact figure. The concessional Form 'C/D' have been abolished W.E.F 01.04.2007.
3. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
4. **EMD:** Earnest money deposit shall be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee in favor of the **Mentor Director, IIIT Nagpur payable at Nagpur**. Vendor should write name of firm and address on the reverse side of EMD/put the rubber stamp of the firm. Bid received without EMD will be rejected. **EMD SHOULD BE ATTACHED WITH BID**. For those who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from submission of the EMD. If supplier failed to deliver the material/item within stipulated delivery period then the supplier submitted EMD amount with the tender shall be deemed to be forfeited.
5. **Delivery Period:** Delivery should be made within **03-04 weeks** from the receipt of the purchase order.
6. **Authorization Certificate:** Suppliers should enclose Authorization Certificate from Principal /original equipment manufacturer (OEM).
7. Items/Equipments shall be commissioned /Installed at IIIT, Nagpur site by the Bidder Free of Cost. Service centre details with address & Telephone No., Product Literature/Information Brochure should be enclosed.
8. The quoted price (final offer) must be for F.O.R. IIIT Nagpur, Regional Telecom Training Centre (RTTC),BSNL, Seminary Hills, Nagpur-440006 or respective department/section, including Packing & Forwarding, Freight and Insurance etc with detail break-up. In all cases (i.e. imported/Indigenous Item) insurance should be up to IIIT, Nagpur.
9. Any Certificate(s), Extra Warranty, Installation, Commissioning charges and other charge(s) if any, must be mentioned clearly.
10. **Specification :** Quotation should be given for the exact specification as shown in the enquiry against Sr. No. of the item. The quotation which is not as per our tender enquiry will be treated as non responsive.The L1 vendor has to submit sample /model of item for verification.
11. **Client list:** Client list along with the order copy of similar equipment supplied to any IIT/NITs/ any Govt. Organization including detail of price and all charges must be attached.
12. **Imported Items:** Quotations for imported items should be on the basis of C.I.P./C.I.F. International Airport, Nagpur and insurance of goods upto the IIIT, Nagpur.
13. **Delivery:** All materials/items should be supplied on the basis of free delivery at IIIT Nagpur. Items should be supplied on the basis of free door delivery on working days. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled.
14. **Penalty:** Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs

quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores before 4.00 pm on any working days.

15. **Validity period:** The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
16. **Rate contract:** If any of the items/materials mentioned are already under the DGS & D rate contract, you are requested to give us the advantage of the contract rates as IIIT Nagpur is an Educational and Research Institute sponsored by the Govt. of India.
17. **Payment:** for Indigenous purchase within 30 days from the date of received of the materials, tested/inspected/commissioned and found satisfactory with regards to quality, quantity and specifications ordered. In case of import, the payment term shall be 100% through irrevocable Letter of Credit-(90% against dispatch documents and items/materials received at Nagpur Airport and balance 10% after successful delivery and installation of the items. Letter of Credit amendment charges will be borne by the beneficiary.
18. **Guarantee/Warranty:** The equipment should be guaranteed against any manufacturing defect for a period of **3 Years warranty** from the date of successful installation. 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.
19. **Liquidation Damage:** 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 maximum of 10 % of the total value of supply order and beyond 10% subject to approval of Mentor Director, IIIT Nagpur. In case of delay in installation the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
20. **Items for Research Purpose: Concessional GST @ 5% will be applicable for purchase of goods viz Scientific & Technical instruments and other required for the Research purposes only.** This is in accordance of Govt.of India, Ministry of Finance Notification 45/2017-Central Tax (Rate) dated 14th November, 2017 and 47/2017-(Integrated Tax (Rate) dated 14th November, 2017. The description of goods is given in Govt of India notification dated 14th November, 2017 mentioned above. A certificate in this respect will be issued to the vender by the Institute.
21. **Taxes (For Import Item)** - Govt of India Ministry of Science & Technology, DSIR, NewDelhi vide letter No 11/718/2016-TU-V dated 10/11/2017 has issued Certificate of Registration to IIIT Nagpur for purposes of availing customs duty exemption in terms of Govt. Notification 51/96-Customs dated 23 .07.1996 No 24/2007 –Customs dated 01.03.2007and No 43/2017-Customes dated 30.06.2017,as amended from time to time .The registration is valid up to 31.09.2019 .IIIT Nagpur is eligible to avail partially exemption for Customs Duty. Necessary documentation / exemption certificate for the same will be provided by the Institute wherever applicable. The supplier who has quoted the price in Rupees, but importing the items from the foreign country has to sign the High Sea Sale Agreement. Against High Sea Sales Agreement GST is not applicable; Custom Duty is applicable under Notification No 51/96. The charges towards HSS agreement, if any, will have to be borne by the firm.
22. All communications are to be addressed to the undersigned only
23. For any dispute, the place of jurisdiction shall be Nagpur, India only.
24. The decision of the Mentor Director, IIIT, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Mentor Director, IIIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
25. It will be the sole discretion of IIIT, Nagpur to accept or reject the tenders in case of deviations, if any, from the technical specification.
26. Any misleading information, whether intentional or unintentional will lead to disqualification.
27. Mentor Director, IIIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
28. **Any corrigendum or Amendment regarding this will be issued on our Institute website.**  
We look forward to receiving your quotations and thank you for your interest.

Yours faithfully

**"PRICE / COMMERCIAL BID"**

Limited Tender Enquiry No.: IIITN/STR/LTE/FURNITURE/2018-19/2/

**Item :- Desk and Bench for Classroom at IIIT Nagpur**

Sr No.	Description	Size /(Technical specification)	Unit Cost	Quantity	Amount in Rs.
1	Two Seated arrangement for class rooms (Desk & Bench)	Desk	Height :30" Length :36" Width :15" 16 Gauge , Steel ( M.S) square rod, Wooden frame for Top, Both side sunmica. ( square Road has to be paint in Black Color)	90	
		Bench	Height :18", Length :36" Width :12" 16 Gauge , Steel (MS) square rod, Wooden frame for base and back side , Both side sunmica. ( square Road has to be paint in Black Color)	90	
	<b>Bidder should be quoted Special Educational Discounted price for the Institute</b>				
	<b>Total Cost with Educational Discount</b>				

**[A] DUTIES & TAXES (if applicable):**

1. Custom Duty : \_\_\_\_\_
2. Freight/ Transportation : \_\_\_\_\_
3. Insurance : \_\_\_\_\_
4. GST : \_\_\_\_\_
5. Packing & Forwarding : \_\_\_\_\_
6. Others, (if any)p : \_\_\_\_\_
7. **Final Offer (Including Installation Charges & Taxes) FOR IIIT Nagpur** : \_\_\_\_\_

**[B] Others Details (Enclosed Certified Copy)**

1. EMD No & Amount : \_\_\_\_\_
2. Specification as per Requirements: Yes/No
3. Warranty/Guarantee : \_\_\_\_\_Years
4. Delivery period : \_\_\_\_\_
5. Authorization Letter : \_\_\_\_\_
6. Details of client lists : \_\_\_\_\_
7. GST Registration certificate : \_\_\_\_\_
8. Certificate Copy : \_\_\_\_\_

9. PAN /GST No : \_\_\_\_\_  
10. Others, (if any) : \_\_\_\_\_

**Note :- Price/Commercial bid & other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified**

Finally, We agree to supply the above items for **total (Rs \_\_\_\_\_ Amount in figures)**

**(Rs \_\_\_\_\_ Amount in words) included all above** within the period specified in the

Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of **36 months** shall apply to the offered goods.

Signature of Supplier  
(Authorized Signatory)

Stamp:

Date: