



QUOTATION ENQUIRY

No:-IIT MANDI/SE/TEN/2011-12/WORKSHOP/7

Date: 05.11.2011

Sealed quotations are invited for the following items as per specifications mentioned below: -

SR NO.	ITEMS	TECHNICAL SPECIFICATION	QUANTITY
1	WORK BENCH	Length= 243.84 cm Width=121.92 cm Height=83.82cm Thickness=2.5cm Material= hard wood (shisham)	10
2	MARKING TABLE	Length =121.92 cm Width =121.92 cm Height =106.68 cm Thickness=2.5cm Material= hard wood (shisham)	3
3	STOOL	From Top:L1=38cm,W1=29cm, From Bottom:L2=50cm,W2=50cm Thickness=2cm L3=25cm W3=25cm H1=52.5cm H2=49cm Material= hard Wood(shisham)	60
4	OFFICE TABLE	Length =120cm, Width =75cm, Height =90cm, Thickness=2cm Three drawers table	6

5	ALMIRAH	Height =195cm Length =90 cm Width =60 cm Thickness =0.85mm Material : Steel Interior view : As shown in figure Exterior view : As shown in figure	 	10
		Interior view	Exterior (front) view	

The Quotations will be received up to **21.11.2011 at 12.00noon.**

Quotations will be opened on **24.11.2011 at 04:30pm.**

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1. A Demand draft of Rs.1,000/- (Rupees One Thousand only) towards non-refundable tender fee drawn in favour of "The Registrar, IIT Mandi" payable at Mandi should accompany the bid document.

2. A refundable amount @ 2% of the quoted price as earnest money deposit (EMD) in the shape of DD drawn in favour of "The Registrar, IIT Mandi" payable at Mandi should accompany the bid documents. Without EMD the bid will not be considered.

3. The quotations should be submitted on **printed pad preferably with sales tax number** of the firm. The quotation must bear original signature.

4. The quotations shall be submitted at the Academic Block in a sealed envelope duly marked "Quotation against enquiry no.: **IITMANDI/SE/TEN/2011-12/WORKSHOP/7** dated : **05/11/2011** due on **21/11/2011**" on the corner of the envelope or it can be sent through courier, speed post or registered post The postal address is:

The Dean (Academics)

Indian Institute of Technology Mandi (IIT Mandi)

Academic Block (Vallabh Degree College Campus)

Mandi – 175001 (H.P), Contact No. : 01905237920

5. Quotation received after closing date/time will not be considered.

6. The rates quoted **should include transportation costs upto Mandi** clearly mentioning the percentage/rate of **Sales Tax / VAT** or all other Taxes and Duties and the rates quoted should be valid for at-least 45 days from the date of opening of the quotation. No extra charges of packing/freight/transportation will be admissible.

7. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.

8. While sending rates, the firm shall give an undertaking to the effect that the terms/conditions

mentioned in the enquiry letter against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.

9. If the supplier/firm is manufacturer/authorized dealer/sole distributor/of any item, the certificate to this effect should be attached with quotation.

10. The payment will be made on receipt of items and check with regard to quality and quantity of the items supplied and on submission of per-receipted bill by the firm


11. The bidder should invariably give the detail of the specifications of their product in the same quotation / order. (See Annexure -1).

12. Period required for Delivery should be clearly mentioned.

13. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason

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Annexure [1]

SR NO.	ITEMS	REQUIRED SPECIFICATION	BIDDERS SPECIFICATION
1	WORK BENCH	Length= 243.84 cm Width=121.92 cm Height=83.82cm Thickness=2.5cm Material= hard wood (shisham)	
2	MARKING TABLE	Length =121.92 cm Width =121.92 cm Height =106.68 cm Thickness=2.5cm Material= hard wood (shisham)	
3	STOOL	<p>From Top:L1=38cm,W1=29cm, From Bottom:L2=50cm,W2=50cm Thickness=2cm L3=25cm W3=25cm H1=52.5cm H2=49cm Material= hard Wood(shisham)</p> 	
4	OFFICE TABLE	Length =120cm, Width =75cm, Height =90cm, Thickness=2cm Three drawers table	
5	ALMIRAH	Height =198.12 cm Length =91.44 cm Width =60.96 cm Thickness =0.85mm Material : Steel	