

QUOTATION ENQUIRY

No:-IIT Mandi/2011/PUR-14/368

Date:-11.05.2011

Quotations are invited in sealed envelope for the purchase of the following items as per specifications mentioned: -

Sl. No.	Particulars	Quantity
1.	Steel Almirah (Wardrobe): Size 1980(H) x 600(W) x 480(D) having three shelves & wardrobe. The shelves and door, made of 20 gauge and back / sides made of 24 gauge sheet, Silver Ash Enamel painted. The almirah should have arrangement for locking with own lock.	120 nos.

The last date & Time of receipt of quotations are **26th May 2011 and 11AM.**

Quotations will be opened on **26th May 2011 at 11.30 AM** at the Administrative block.

One sample of the Almirah as per above mentioned specifications should be made available for inspection at 11AM on 26th May 2011 at the Administrative Block. Quotations without samples will not be considered.

IIT Mandi reserves the right to place the order with the supplier based on the quality and finishing of the Sample Steel Almirah.

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. The quotations should be submitted on printed pad preferably with sales tax and PAN number of the firm.
2. The quotations shall be submitted at the Administrative Block in a sealed envelope duly marked "Quotation against enquiry no. --- dated---- due on ---- "on the corner of the envelope.
3. Quotation received after closing date/time will not be considered.
4. An EMD of 2 % (of the total Quoted amount for 120 pieces), in the form of Draft favouring Registrar, IIT Mandi should be submitted along with the quotation. In the event of the awardee bidder backing out, IIT will have the right to forfeit the EMD

5. 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 three months from the date of opening of the quotation.
6. The rates must be quoted both in figures and words and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
7. 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.
8. The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Department shall have the right to accept or reject any quantity of goods ordered.
9. Normally, payment will be made on receipt of material and check with regard to quality and quantity of the material supplied and on submission of pre-receipted bill by the firm.
10. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
11. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

Dean - Students