

## QUOTATION ENQUIRY – STEEL ALMIRAH

No:-IIT Mandi/Admin/PUR- 110/2014-15/6506-07

Date: 12.12.2014

1. **Central Public Procurement Portal.**
2. **IIT Mandi, Institute Website.**

Quotations are invited in sealed envelope for the purchase of the following **STEEL ALMIRAH** as per specifications mentioned below: -

Sr. No.	Specifications	Quantity
1)	<b>Steel Almirah (Wardrobe):</b> Size(mm) 1980(H) x900(W)x550(D) Having three shelves & one full hanger. 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. Weight of each Almirah should be between 44Kg to 46 Kg.	93

The last date & Time of receipt of quotations is **1<sup>st</sup> January, 2015 till 4:00 PM.**

**One sample of a Module item as per above mentioned specifications should be made available for inspection at 03:00 PM on 2<sup>nd</sup> January, 2015 at the Academic Block. Quotations without samples will not be considered.**

**The financial bids of those firms whose samples are approved by the Technical Committee will alone be opened.**

The Institute reserves the right to split the order between two or more vendors on the rates of lowest quotation.

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 technical and financial bids should be quoted separately and put in different sealed envelopes marked "**Technical bid**" or "**financial bid**" as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed. The drafts for Tender fee &EMD should be kept in the Technical bid envelop.
3. The quotations shall be submitted in a sealed envelope duly marked "Quotation against enquiry no. \_\_\_\_ dated\_\_\_\_ due on\_\_\_\_" on the corner of the envelope.
4. Quotation received after closing date/time will not be considered.
5. A Demand draft of **Rs. 1,000/- (Rupees One Thousand only)** towards non-refundable **tender fee**, and a refundable amount of **EMD Rs. 12000/-** in the form of

**Separate Demand Drafts** favouring "**The Registrar, IIT Mandi**" should be submitted along with the quotation. In the event of any bidder & the awardee bidder backing out, EMD of that bidder will be forfeited.

6. **Return of EMD:**

- i) The earnest money of unsuccessful bidders will be returned to them without any interest within thirty working days after awarding the contract.
- ii) The earnest money of the successful bidder will be returned to them without any interest after completing of supply of Material & successful Installation.

7. The rates quoted should include **transportation costs upto IIT Mandi** clearly mentioning the percentage/rate of **sales tax / VAT** or all other taxes and duties. The rates quoted should be valid for at-least 180 days from the date of opening of the quotation.

8. **Clarifications:** In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. No. 01905-300012 & (e-mail ID: [pavinaas@iitmandi.ac.in](mailto:pavinaas@iitmandi.ac.in) & [arsp@iitmandi.ac.in](mailto:arsp@iitmandi.ac.in) on or **before 26/12/2014**.

9. The rates must be **quoted both in figures and words** and over writing should be avoided, however all cuttings/corrections must be duly authenticated. In case of any discrepancy in the quoted rates in figures and words, rates quoted in words will be considered.

10. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.

11. **Period required for delivery must be mentioned.**

12. The whole supply as per order shall have to be completed within the prescribed time. In case of failure to deliver by the specified date, liquidation charges @ 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

13. The payment will be made **through e- payment system** on satisfactory receipt of material with regard to quality and quantity and on successful Installation, and on submission of pre-receipted bill by the firm.

14. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.

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

16. **The sealed Quotations must reach on the address below:**

Assistant Registrar, Stores & Purchase,  
IIT Mandi, Administrative Block  
Mandi. H.P. -175001

Sd/-  
**Assistant Registrar**  
**Stores & Purchase**