

	<p>भारतीय प्रौद्योगिकी संस्थान पालक्काड <b>Indian Institute of Technology Palakkad</b> अहलिआ एकीकृत कैम्पस, कोज़िपारा Ahalia Integrated Campus, Kozhipara पालक्काड- 678557 Palakkad – 678 557</p>	<p>दूरभाषसंख्या/ Phone no: 04923 – 226300/590/586 ईमेल/ Email : purchase@iitpkd.ac.in</p>
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Ref No: IITPKD/HOS/ 004 / 2017

Date: 11.05.2017

Due Date of the tender: 02.06.2017@ 2.00 PM

### **TENDER FOR INVITING QUOTATIONS**

Dear Sirs,

On Behalf of Indian Institute of Technology Palakkad quotations are invited for “**Supply of Eight Seater SS Make Dining Table**” confirming to the specification in the Annexure.

- 1. Preparation of Bids:** - The tenders should be submitted **under two-bid system** (i.e.) Technical bid and Financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. No prices should be included in technical bid. Financial Bid should indicate item – wise prices for the items mentioned in the technical bid. The technical bid and the Financial should be put in separate cover and sealed. Both sealed covers should be put into a bigger cover. If it is single bid cover, the quotation will be rejected automatically.
- 2. Opening of the Bids:** The offer/ Bids will be opened by the committee duly constituted for this purpose. The Technical bids will be opened and will be examined by the Technical Committee, Which will decide the suitability of the bid as per the specification and requirements. The financial offers/ bids will be opened only for the bidders **who meet all the Technical requirements along with sample of furniture.**
- 3.** The Quotations duly sealed and superscribed on the envelope **with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above. Fax and Email quotation are not acceptable.**
- 4.** The price should be quoted per unit and packing and delivery charges should be indicated separately for each item (Format attached). The offer/bids should be exclusive of Taxes and Duties, which will be paid by the purchaser as applicable. However the percentage and of taxes and duties as on date should be clearly indicated.
- 5.** The Quotations should be valid for **sixty days** from the due date and the period of delivery required should also be clearly indicated.

6. If the item is under DGS&D Rate contract No. and the price must be mentioned. It may also please be indicated whether the supply can be made direct to us at the Rate contract price (Please note that we are not Direct Demanding Officers). If so please send copy of the RC.
7. **Local Firms:** Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
8. Firms outside Palakkad: Quotations should be for **F.O.R. at IIT Palakkad**. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
9. Goods shall not be supplied without an official supply order.
10. **Excise Duty & Custom Duty:** IIT Palakkad is exempted from payment of Excise Duty. Excise duty certificate will be issued after receipt of Proforma Invoice and the Custom Duty which will be paid at a concessional rate against duty exemption certificate.
11. **Payment:** Every attempt will be made to make payment within 30 days from the date of receipt of bill / acceptance of goods, whichever is later. No advance payment will be made. The Tenderer have to furnish the bank details along with tender like Account No, Account Name, IFSC Code etc.,
12. **Submission of Bids:** Quotation should be sent to the following address “**The Registrar, Indian Institute of Technology Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad -678 557, Kerala**”, Phone No: **04923 226 300/ 590/586** , Email : **[purchase@iitpkd.ac.in](mailto:purchase@iitpkd.ac.in)**
13. **Delivery Period:** The quotation should indicate clearly when delivery and installation will be made (**Not later than 30<sup>th</sup> June 2016**).
14. **Delay in Supply or Liquidate damages:** If the supplier fails to deliver the stores within the time specified in the purchase order, the purchaser will recover from the supplier as liquidated damages a sum of one- half of one percent (0.5%) of the P.o value of the undelivered stores for each calendar week of delay. The total liquidated damages shall not exceed five percent (5%) of the P.o price of the unit or units so delayed. Stores will be deemed to have been delivered only when all their component parts are also delivered. If certain components are not delivered in time, the stores will be considered as delayed until such time as the missing parts are delivered.

15. **Late offer:** The quotation received after due date will not be considered. Please ensure that your offer is sent well in advance to reach the Institute by the due date.
16. **Warranty:** The bidder shall specify the warranty period clearly for the furniture.
17. **Acceptance and Rejection:** I.I.T Palakkad has the right to accept the whole or any parts of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

Yours faithfully,

-----S/d-----

Advisor, IIT Palakkad

## TECHNICAL SPECIFICATION FOR EIGHT SEATER DINING TABLES

<b>SI No.</b>	<b>Item Specification</b>	<b>Approx Nos. Required</b>
	<p><b><u>SS MAKE DINING TABLE</u></b></p> <p>Eight Seater Dining tables with 19mm Granite Top <b>Frame Size:</b> 90" x 36"x 30" H <b>Stool Size:</b> 12" Dia x 18" H <b>Top Frame:</b> 1 ½" x 1 ½" 16 Gauge Tube (304 Grade) <b>Legs:</b> 1 ½" x 1 ½" 16 Gauge Table Adjustable nylon Boots Onsite warranty: _____ years.</p>	12 Nos.

### **Eligibility Criteria:**

1. The Bidder should have manufactured similar type of furniture and should have already supplied it to a number of customers for at least three years (**Proof to be enclosed**). A list of customers in India with details for contacting them and possibly inspecting the furniture must accompany the quotation. Atleast 02 (two) latest satisfactory supply / installation reports must be enclosed with the bids.
2. The Firm should have all the necessary registrations of the Govt. under the Shops and Establishment Act, a) PAN Number b) VAT Registration.
3. The bidder must provide **Sample of Furniture at IIT Palakkad**, while on the date of opening of Bids.





