

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1. a) Rate : The rate quoted must be net, inclusive of packing forwarding, freight, and all other incidental charges. The stores are required to be dispatched by passenger train F.O.R. KHARAGPUR or by road transport or delivered at this Institute under the suppliers' own arrangement free additional charges. The risk of damage or loss in transit if any will be the suppliers'

In case the aforesaid terms are not considered acceptable, charges payable will be required to be specified as advalorem or lump sum. Manufacturer's price list, wherever applicable, should be submitted.

b) Sales Tax : Rates inclusive of sales tax will be preferred. However, where quoted separately the advalorem rate payable should be clearly cited in accordance with the provisions of the relevant Act & Rules.

2. a) Consignee : All stores are required to be consigned to the Director, Indian Institute of Technology, Kharagpur -2 (S.E. Rly.), West Bengal, PIN - 721302.

b) Disposal of Dispatch Documents : The Railway Receipt/PWB/Consignment Note along with the quadruplicate copy of the relevant bill and two copies of the period challan should be dispatched to the Dy. Registrar (S/P) IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Dy. Registrar (S/P) in time all wharfage/demurrage incurred, if any, will be recoverable from the suppliers.

3. Delivery Period : The stores are required to be delivered/dispatched within fourteen days from the date of receipt of the order. All offers of delivery should be made ex-stock and a clear note should be inserted in case ex-stock delivery is not possible.

4. Quality & Specification of Stores : The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specification cited. The Institute reserves the right to reject such stores as are found unacceptable on these grounds.

5. Liquidated Damages : If a firm accepts an order and fails to execute the order, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute, alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulation agreed upon.

6. Submission of Quotation : All quotation must be forwarded in Sealed Cover so as to reach within the specified period. The reference to the Enquiry No. and the last date for submission must clearly be super scribed on the sealed envelope.

To ensure receipt of quotations in time intending suppliers are advised to mail them 7 clear days in advance.

If no counter offer is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and term and condition laid down in the tender notice.

7. Opening of Quotation : Every quotation will be opened at the purchase Section or the Concern Department, IIT, Kharagpur at the time and on the date indicated on the tender form. A firm may send its accredited representative to witness the opening if it so desires.

8. Period of Validity : A quotation will be presumed to remain valid for acceptance at least for a period of 45 days from the date of opening.

9. Income Tax Clearance : In case an intending supplier has not furnished this Institute before with its Income-tax Clearance Certificate (up-to-date), may furnished it with the present quotation.

10. Payment : Payment will be made by a crossed account payee cheque on the S.B.I. Kharagpur, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later.

11. Rejection of Offers : The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason.