



TENDER ENQUIRY FORM
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

Department/Centre/Section: **ELECTRONICS AND ELECTRICAL COMMUNICATION**

Enquiry No: **IIT/ECE/ENQ/CSL/AB/HM/II/2018**
Last date of Submission: **27-11-2018 at 15.00 Hrs**
Date of Opening: **28-11-2018 at 15.00 Hrs**

Dated: **30-10-2018**

Sealed tender offers are invited from eligible manufacturers/suppliers or their direct Indian agents or distributors for the supply of the following items.

30 Numbers of Microphone and Headphone Each. Detail Specification of the items is given below.

Please send offers, ALONG WITH DESCRIPTIVE CATALOGUE/ BROCHURE. The validity of the bid should be at least three months (90 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than 27.11.2018 at 15.00 Hrs at the following address:

To,
Prof. Amitabha Bhattacharya
Prof. In charge, CS Lab
Department of Electronics & Electrical Communication Engineering,
Indian Institute of Technology Kharagpur – 721 302, West Bengal, India

| | |
|---|---|
| Tender Reference | IIT/ECE/ENQ/CSL/AB/HM/II/2018, Dated 30/10/2018 |
| EMD Amount | Nil |
| Last Date and Time for submitting the tender document | 27.11.2018 at 15.00HRS (Indian time) |
| Time and Date of Opening of Technical Bids | 28.11.2018 at 15.00HRS (Indian time) |
| Place of Opening Tender | Department of Electronics & Electrical Communication Engineering, Indian Institute of Technology Kharagpur-721302, West Bengal, India |
| Address of Communication | As stated above |
| Contact Telephone Numbers | +91- 3222 - 28 3526 |
| E-mail | amitabha@ece.iitkgp.ernet.in |

"Any corrigendum/addendum shall be published only in Institute Website and CPPP"

Copy to: Institute Website (www.iitkgp.ac.in)

AmBhattacharya

Professor & Head
E & E.C.E. Dept.
I.I.T., Kharagpur

Detail Specification of the Items.

| Item No. | Description of Item | Unit | Qty |
|----------|---|------|---------|
| 1. | Headphone : Over Ear Headphone (Circumaural Headphone) Wired Frequency Response : 20 Hz – 20 KHz Impedence : low Jack Plug : 3.5 mm | Each | 30 nos. |
| 2. | Microphone: Miniature Electret Condenser Unidirectional Microphone Wired Frequency Range : 20 Hz – 20 KHz Impedence : low (< 1000 Ohm) Sensitivity : High | | 30 nos. |

Abhinav

GENERAL TERMS & CONDITIONS

Please specifically indicate the following points in your quotations and comply the terms as mentioned here under:-

(1) Tenders are invited complying the requirement for tender as detailed in the tender specification to be submitted in the company's/firm's letter head neatly printed/typed duly signed by authorized person with the seal of the bidders. All envelopes containing the tender should be properly sealed.

(2) Technical catalogue/leaflets should be enclosed without fail.

(3) Prices are to be quoted for door delivery at IIT Kharagpur. All prices should be quoted only in Indian rupees.

(4) Period of Validity: Bids shall remain valid for acceptance for a period of 90 days from the date of opening.

(5) The delivery period should not be more than 4 Weeks.

(6) **Scope of Supply:** Should include free installation and commissioning.

(7) **Payment Terms:**

(a) 100% payment shall be made after receipt of store in good order and condition and successful installation and there after certificate from the concerned head of the department.

(b) Ensure mentioning

(i) Bank details of the beneficiary and PAN number.

(ii) Full name and address of the beneficiary on whom order has to be placed.

(8) **Liquidated Damages:** If a firm accepts an order and fails to execute the same, 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 un-delivered 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.

(9) **Patent Rights:** The supplier shall indemnify the purchase against all the third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof in India.

(10) Conditional Offer will not be accepted.

(11) **Submission of Quotation:** All quotations must be forwarded in sealed cover addressed to the person concerned so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be superscribed on the sealed envelope. 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 terms and conditions laid down in the tender notice.

(12) Bidders to enclose the following documents:-

(a) Current income tax and sales tax clearance certificates and PAN no.

(b) Summary of audited statement of accounts for the last three years.

(13) The institute does not bind itself to offer any explanation to those bidders whose bid has not been found acceptable by the evaluation committee of the institute.

IMPORTANT

- (a) IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.
- (b) Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.
- (c) In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.
- (d) For any query pertaining to this bid document correspondence may be addressed to **Prof. Amitabha Bhattacharya, Department of Electronics & Electrical Communication Engineering, Indian Institute of Technology Kharagpur, Kharagpur -721302, West Bengal.**

LAST DATE FOR SUBMISSION OF SEALED BIDS: 27-11-2018

- 1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified Institute holidays.
- 2) Fax, e-mail Tender will not be accepted.
- 3) The General Terms and Conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the Institute will apply.