ESTATE ELECTRICAL & MECHANICAL WORKS HEAD OFFICE
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR – 721 302

Enquiry No.**IIT/EM/ENQ/38/2018-19**

Dated: **04.07.2018**

OPEN TENDER ENQUIRY

Time & Date for Opening of Technical & Price Bid**: 11.07.2018 at 4.30 pm**

Last Date and Time of Submission of Technical Bid & Financial Bid **: 11.07.2018** by 1.00 pm

We intend to purchase the commodities specified below and invite quotations which **should incorporate separately CGST, SGST & Total Amount)** in accordance with the terms and conditions as attached. Manufacturers, Distributors, Bonafied Suppliers and enlisted Suppliers of IIT Kharagpur are requested to send their Printed/Typed offer in *sealed envelope* in precise and complete terms within the time mentioned above. Kindly submit your offer with Tender Enquiry Number and date on the top of cover at Estate (E&M) Head Office, First Floor, Old Building, and IIT Kharagpur. Hand written quotations are not acceptable.

EMD: Rs. 972 (Rupees Nine Hundred Seventy - Two only) is to be paid in favour of' 'IIT Kharagpur' by Demand Draft on any nationalized Bank of India, payable at Kharagpur Branch.Earnest Money will be returned to all unsuccessful bidders after processing the purchase procedure, while it will be returned to the successful bidder after the successfully delivery of materials.

Yours faithfully

Sr. Executive Engineer (E&M)

Sl. No.	Description of Materials	Unit	Quantity Required
1	**18 W/865 PL-L 4P LAMP**. Make: Philips/Bajaj/Havels/Osram or Substantially equivalent	No	225
2	**18 W/865 PL-C 4P LAMP**. Make: Philips/Bajaj/Havels/Osram or Substantially equivalent,	No	225

(Financial Bid should be incorporated with separately Basic Rate + GST % & Total Amount)

(Cont...)

Copy to :

1. Prof.-in-Charge, Institute Information Cell ----- With a request to upload the Tender Enquiry in the Institute Website
2 Chief Engineer
3. SE (E&M)
4. Notice Board, Estate (E&M) Head Office
5. CPP Portal

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1. (a) Rate : The rate quoted must be inclusive of GST and delivery at site terms. The stores are required to be dispatched F.O.R. IIT Kharagpur by road transport or delivered by hand at the Stores of the Sr. Executive Engineer (E & M), Estate (E&M) Head Office, Old Building, IIT, Kharagpur -721 302 under the suppliers own arrangement, free of any charge. The risk of damage or loss in transit, insurance and incidentals etc., will be that of the suppliers. Manufacturer's price list, technical leaflet, samples, catalogue whenever applicable, should invariably be enclosed.
(ii) **(Quotation should incorporate separately CGST, SGST & Total Amount, otherwise not acceptable).**

(iii) Way Bill: This is issued against consignment note and copy of invoice, in the event the consignment comes from outside the state, and matter seeking entry tax exemption is concerned. Institute does not issue any C or D form.
(iv) EMD: Earnest Money Deposit be paid by Demand Draft in favour of "Indian Institute of Technology Kharagpur", payable at any Nationalised Bank at "Kharagpur". The EMD will be refunded after successful completion and execution of work/supply. The Institute reserves right to withhold/confiscate EMD in the event of failure to supply stores in part or full, citing any reason for non-performance, once Purchase Order is accepted.

2. (a) Consignee : All stores are to be consigned in the name of Sr. Executive Engineer (E & M), Estate (E&M) Head Office, Old Building, IIT, Kharagpur -721 302 (Dist. Paschim Midnapore, West Bengal).
(b) Disposal of Dispatch Documents: The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and priced challan in triplicate should be dispatched to the Exucative Engineer(E&M), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Stores & Purchase Section in time all warfage/demurrage incurred, if any, will be recoverable from the suppliers.

3. Delivery Period: The stores are required to be delivered/dispatched within the delivery period mentioned in the order (**30 days**). All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilisation advance is payable against the Purchase Order.

4. Quality & Specification of Stores: The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the BEE ratings/specifications, ISO-9001/14001 and national and/or international standards. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.

5. Liquidated Damages: If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the 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 the Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, confiscating EMD/Security deposit, while accepting the orders and then failed to execute the order according to stipulations agreed upon.
6. Submission of Quotation: All quotations must be forwarded in sealed cover addressed to the Sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry Number 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.

7. Opening of Quotation: Every quotation will be opened at the concerned user Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in public or in presence of representative of bidders.

8. Period of Validity: A quotation shall remain valid for acceptance at least for a period of **30 days** from the date of opening.

9. Income Tax & Sales Tax Clearance Certificate: Current Income Tax and VAT/ST/GST clearance certificates or returns must be submitted to the Stores & Purchase Section, IIT, Kharagpur, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN/Xerox copy of the PAN card is must.

10. Payment: Normally payment will be made within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments since April 1, 2009 is being done electronically by e-transfer through our banker (SBI Kharagpur), for which the supplier must provide their bank account number, name of the bank, branch address, branch code and IFSC code etc. Bidder should have Institute Vendor Code(for obtaining Institute Vendor Code please see our website www.iitkgp.ac.in). This shall be submitted now, if not submitted earlier, to open your account code against vendor enlistment.

11. Rejection of Offers: The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

12. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.