DEPARTMENT OF MINING
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721302

Enquiry No.: IIT/MIN/ENQ-Plan/04/2017 Date: 23rd June, 2017

Last Date for Submission: 07th July 2017 at 4.00PM

To:

Notice Board

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in according the terms and conditions detailed on attached sheets. If you are interested kindly send your offer in precise and complete the terms within the time mentioned above. The tender must reach in sealed cover to **Head of the Department, Mining Engineering, IIT Kharagpur, 721302.**

Yours faithfully

(Chairman, Dept. Purchase Committee)

Item No	Description	Unit	Quantity	Price
1	1 Ton Split AC (3 star and above)	02	02	

GENERAL TERMS & CONDITIONS FOR SUPPLY OF THE STORES IN IIT KHARAGPUR

1. **Price Basis:** Prices are to be quoted in Indian Rupees on Free Delivery at IIT Kharagpur Showing clearly the following break up :- Ex Work price
   i) Packing & Forwarding
   ii) Freight & Insurance
   iii) Incidentals
   iv) Taxes payable by the Institute

   The Institute shall provide the following documents:-
   a) Excise Duty Exemption Certificate (EDEC).
   b) Road Permit/ E-Way Bill

   Institute is not authorized to issue C or D Form for availing Concessional Sales Tax

2. **Payment Terms:** Payment will be made normally within 30 days from the date of receipt of bill or of the successful installation / commissioning of stores, whichever is later.

3. **Liquidated Damages:** The stores should be delivered / dispatched to destination and ready for operation not later than the delivery date specified. If the supplier fails to deliver any or all the stores or perform the service by the specified date, liquidated damages at 1% per month or part thereof in respect of the value of stores will be deducted from the contract price subject to a maximum of 5%. Alternatively, the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of supplier.

4. **Warranty:** For a minimum period of 05 years from the date of successful receipt/installation and commissioning.

5. **Tender are invited in duplicate sets** complying the requirement for tender as detailed in the tender specification to be submitted in the Company's/Firm's Letterhead nearly printed/typed dully signed by authorized person with the seal of the bidders. All envelopes containing the tender should be properly sealed.

6. 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.

7. **Period of validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening.

8. **Conditional offer will not be accepted**.

9. **Late Tenders** i.e. Tender received after the due date and time of submission as mentioned above shall not be accepted.

10. **All Tenders (unless otherwise specified are to be sent through by post or submitted/handed over to the Department _____, IIT Kharagpur – 721302 and acknowledgement to be obtained.**

11. **The person/officer signing the Tender/Bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public)** by the Chief Executive Officer of the Company to sign such documents.

Important:

1. **Director may accept or reject any or all the bids in part or in full without assigning any reasons and does not bind himself 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.**
2. **In case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.**
3. **For any query pertaining to this Bid document correspondence may be addressed to :**

Head of Deptt./Centre/Section
IIT Kharagpur – 721302.
Telephone : (03222) 282281
Tele Fax : (03222) 282282

N. B.: 1) Please Note that the Institute remains closed during Saturday & Sundays.
2) Fax, e-mail Tender will not be accepted. Duplicate Bid document must be submitted in separate close cover.

General Terms and Conditions as stated above related supply of stores/equipments/assets etc. and for specific service other terms and conditions of the Institute will apply.