

REFRIGERATION & AIR CONDITIONING UNIT
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR-721302(W.B)

TENDER ENQUIRY FORM

Enquiry No: IITKGP/RAC/R-22/2018-19

Date: 18.06.2018

Last Date for submission of tender: 13.07.2018 (15:00 hrs.)

Opening of Bids on 13/07/2018 (16:00 hrs.)

Dear Sir,

We intend to purchase the commodity, specified below and invite quotations in accordance with terms and conditions detailed on attached sheet. If you are interested, Kindly send your offer in precise and complete terms.

With regards

Professor-In-Charge
Refrigeration & AC Unit

Serial Number	Description of store	Unit	Quantity
01	Refrigerant (R-22), 2 cylinders of 61 kg. Vendor has to supply 2 sealed cylinders of 61 kg each and take back empty cylinders from Ref& AC Unit.	kg	2 cylinders of 61 kg each.

Delivery at : Refrigeration & Air Conditioning Unit
Indian Institute of Technology Kharagpur

Kindly send your quotations to:

Professor-In-Charge
Refrigeration & AC Unit
Indian Institute of Technology, Kharagpur

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-Works Price

- i) Packing & Forwarding
- ii) Freight & Insurance
- iii) Incidentals
- iv) Taxes payable by the Institute

The Institute shall provide the following documents:- a) 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 1 year 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 neatly printed/typed duly signed by authorized person with the seal of the bidders. Envelopes containing the tender should be properly sealed.

6) The Institute does not bind itself to offer any explanation to those bidders who's 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 45 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 PIC(RAC), IIT Kharagpur-721 302 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.

For any query pertaining to this Bid document correspondence may be addressed to:
Head of Dept./Centre/Section, IIT Kharagpur-721 302, Telephone: (03222) 282723

N.B.: 1) Please Note that the Institute remains closed during Saturdays & 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 to supply of stores/equipments/assets etc. and for specific service other terms and conditions of the Institute will apply.

