



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

File No. TEQIP/500374/17-18

Date: April 06, 2018

## Invitation For Quotation

To,

Subject: Supply & Installation of Furniture.

Sirs,

The Indian Institute of Technology (Indian School of Mines), Dhanbad is interested for the purchase of the materials/ equipment listed below:

S No	Description of Item(s)	Quantity	Remarks
1	<ul style="list-style-type: none"> <li>Supply &amp; Installation of Godrej make desklet chair. Model:PCH-7004XD56101522SD00583</li> <li>Supply and Installation of Godrej Make Talk Conference Table - 08 Seat Model: FUTLK1LS08ELVOK</li> </ul>	50 Nos  01 No.	At the earliest/ Ex-stock

### INSTRUCTIONS:

- 1) Please attach relevant technical literature of the item.
- 2) Please mention warranty/ guarantee period in your offer.
- 3) Please mention after sales service information in your offer.
- 4) Price should be in F.O.R. IIT(ISM), Dhanbad basis only.
- 5) *Please attach a certificate that the quoted price is not more than that of any other Govt. organization/ institution in India. This has to be mentioned in the offer letter clearly.*
- 6) The rates should be quoted for each item separately.
- 7) Rates quoted will be taken as inclusive of all taxes unless given separately. IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate. Hence, full rate of sales tax, GST applicable should be quoted.
- 8) The items/ materials shall be required to be delivered at Department of Mining Engineering, IIT (ISM) Dhanbad at the risk and cost of the tenderer.
- 9) Your tender must be valid for minimum 55 days from the date of opening of tender.
- 10) The stores are required to be delivered within 30 days; late delivery may not be accepted.
- 11) Full details of stores offered should be given in the tender along with supporting & relevant literatures/ Technical Literature.
- 12) Sales Tax/ VAT Registration Number, GSTIN should be clearly mentioned in your offer, failing which your offer may not be considered.
- 13) **Performance Bank Guarantee:** Performance Security/Performance Bank Guarantee: Performance Security has to be submitted from the successful bidder. Performance Security should be 10% of the ordered value. Performance Security may be furnished in the form of Bank Guarantee/Demand Draft from any Nationalized Bank only and. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the successful bidder(s). No interest will be payable by IIT (ISM) Dhanbad on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the bidder(s) is liable to be forfeited. An undertaking to this is to be submitted.
- 14) The items offered should be of good quality confirming to BIS standards, wherever applicable.
- 15) *Advance payment is not admissible.* Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- 16) In the event of the supplier failed to supply the materials or install the same as contractual condition, IIT (ISM) shall have the right to deploy suitable agency/ third party to get the job completed at the risk and cost of the supplier.
- 17) Tender may please be submitted *in sealed cover only superscribed with Enquiry No. TEQIP-500374-2017-18 and due date as is 20.04.2018*
- 18) Your bid should reach our office preferably latest by 20.04.2018
- 19) Any other information that you may like to obtain, you are free to contact IIT(ISM) before submission of tender.
- 20) IIT (ISM) reserves the right to accept and/or to reject any/all tenders without assigning any reason.

Assistant Registrar



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## FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: \_\_\_\_\_

To,

Sl. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax/GST and other taxes payable	
						In %	In figures (B)
Total Cost							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_  
(Amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_