



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No. IIIT-A/FIP/ENQ/212/251/2018
Date: 19/07/2018

Enquiry Letter

M/s.

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Ph. No.:

Sub: Purchase of Optical Honey Comb Table at IIIT- Allahabad

Enquiry issue date: 19/07/2018

Last submission date: 10/08/2018 at 12:00 Noon

Opening of Bid: 10/08/2018 at 4:00 PM

EMD Amount: Rs.10,000/- (Ten Thousand Only)

Dear Sir,

Institute is inviting the Bids for **Purchase of Optical honey Comb Table with Vibration Isolation System & Air Compressors at IIIT-Allahabad** for which quotations are invited as per details given in below:-

| Sl. No. | Item Description | Unit | Qty. | Unit Rate | Amount (Rs.) |
|---------|---|------|------|---------------------------|--------------|
| | Optical Honey Comb Table With Vibration Isolation System & Air Compressors - Specifications of Table - Dimensions : 6ft. x 4ft. x 8", Top: Made of Stainless Steel Sheet - S.S - 304, Finish - 2B - 3mm thick, Bottom & side channels are of Aluminium-3mm Thick, Hole Matrix: M6 X 25mm, Finish of top surface: Matte, Finish of All sides: Dull black painted, Cellular core: Aluminum foil for 0.2mm thick, Bonding: High Temperature epoxy bonding, Load capacity: 50Kg, Flatness: 0.2mm over 300x300mm area, Cellular core: Aluminium Alloy, Aluminium foil thickness: 0.1mm, Cellular core type: Hexagonal Single core expansion process, Bonding: High temperature rigid epoxy | Nos. | 01 | | |
| | | | | Sub Total in Rs- | |
| | | | | Taxes (GST)in Rs- | |
| | | | | Grand Total in Rs- | |

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. **upto 10/08/2018 at 12:00 Noon.** Quotations duly sealed may be dropped in the tender box placed in the office of the Faculty In-Charge Purchase, IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Faculty In-Charge Purchase, IIIT-Allahabad,**

Deoghat Jhalwa, Allahabad-211015. Kindly mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.

Note:

1. FOR destination IIIT-Allahabad.
2. Quoted rate should be valid for at least 90 days.
3. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
4. **Bidders would have to submit a copy of successful Supply/Purchase order received from any Govt./Reputed organization during last two financial years (2015-16/2016-17).**
5. Minimum turnover of the firm should be ten lakh or more in last two financial years separately (2015-16 & 2016-2017). (Should be attached documentary evidence).
6. Supply should be completed within 05-06 weeks from the receipt of the Purchase order. If, the work/supply delayed beyond the stipulated time of completion of work/supply penalty of 1% per week of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
7. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
8. Rate quoted by the firm should not be higher than the MRP/prevailing market rate.
9. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered on any ground.
10. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
11. In case the firm fails to complete the job within maximum specified period Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
12. Payment will be made within fifteen after completion of supply, satisfactory inspection & satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
13. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
14. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
15. **PERFORMANCE SECURITY (PS)**
 - 15.1 The successful bidder has to deposit Performance Security which will be a sum equivalent to 10% of the total value into the **'IIIT-Allahabad's bank Account which is to be directly transferred into the bank account(IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT within fifteen days of the acceptance of the Purchase Order.** Performance Security should remain valid for a period of sixty days beyond the date of completion warranty period of Items to be purchased and receipt of the same is to be sent to IIIT-Allahabad.
 - 15.2 The Performance Security will be forfeited by order of the Competent Authority, if Item/Equipment has not been found satisfactory and Supplier refuses to rectify the problem within warranty period.
 - 15.3 If the successful bidder fails to provide the Performance Security within fifteen days of the issuance of the work order, such failure shall constitute a breach of the Tender Condition and the Institute shall be free to make other arrangements at the risk, cost and expense of the Supplier/Contractor.
 - 15.4 On due performance and completion of the warranty period in all respects, the Performance Security will be returned to the Supplier without any interest.

15.5 Bank Guarantee to be submitted by the successful bidder should be sent to the Institute directly by the issuing bank under Registered Post (A.D.). If Successful Bidder is submitting the BG directly, please request the issuing branch to immediately send by Registered Post (A.D.) and unstamped duplicate copy of the guarantee directly to the Institute with a covering letter to compare with the original BGs and confirm that it is in order.

16. EMD fee should be directly transfer into the bank account (IIIT-A General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). EMD receipt should be enclosed in a separate envelop. Kindly mention your email ID & contact no. on this envelop.

The detail of institute's Bank account is as below;

| Account Name | Bank's Name with Branch office Address | Account No. | IFSC Code |
|-----------------------|---|-----------------|-------------|
| IIITA General Account | Indian Overseas Bank, 61, M.G. Marg, Civil Lines, Allahabad | 035001000060976 | IOBA0000350 |

17. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest through NEFT/RTGS into their bank account as provided by the Firm. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.

18. **Tenderer should take into account any corrigendum published on the Tender/Enquiry document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of any update.**

19. Details of Bank account of Firm for return of EMD and/or Performance Security

| Name of Firm | Bank's Account Holder Name | Bank's Name with complete Address of Branch office | Type of Account Name | Account No. | IFSC Code |
|--------------|----------------------------|--|----------------------|-------------|-----------|
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20. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922061.

21. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.

22. The lowest rate will not be the basis of claim to get the order.

23. All disputes are subject to Jurisdiction of Allahabad Courts.

24. Kindly quote your email ID and Bank details etc.

Faculty In-Charge Purchase

Read and accepted

Signature & stamp of Bidder or Authorized Signatory