

	<p style="text-align: center;">INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036</p> <p style="text-align: center;">Telephone: (044) 2257 9798 E-mail: smpur-icsr@iitm.ac.in</p>	
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V.Sathyanarayanan
Senior Manager (Purchase)
IC&SR

Ref: ICSR/2018/Calendar
Dated: 15.10.2018

Limited Tender No: ICSR/2018/Calendar

Due Date: 30.10.2018, 4:00pm

Bid opening meeting on Due Date: 31.10.2018, 3pm

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, offers are invited for the supply of **"Wall Calendar 2019"** conforming to the specifications given in **(Annexure-I)**:

Instructions to the Bidder

- I. **Preparation of Bids:** - The Limited tenders should be submitted under one bid system Technical-cum-Financial bid.
- II. **Delivery of the tender:** - The tender shall be sent to the below-mentioned addresses either by post or by courier so as to reach the following address before the due date and time specified in our Schedule:

**Senior Manager Project Purchase
2nd Floor,
IC&SR Building
IIT Madras
Chennai - 600 036.**

- III. **Opening of the tender:** - The offer/Bids will be opened by a committee duly constituted for this purpose.

Prices: - The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges to **IC& SR, IIT Madras.**

The offer/bid should be exclusive of taxes and duties. The percentage of tax & duties should be clearly indicated separately. IIT Madras is eligible for concessional GST and relevant certificate will be issued.

- IV. **Terms of Delivery:** - The item should be supplied to our Institute as per Purchase Order.
- V. **Technical-cum-financial bid opening:** The bids will be opened on **31.10.2018, 3pm** at the **IC& SR, IIT Madras.**
- VI. IIT Madras reserves the full right to accept / reject any tender at stage without assigning any reason.

Yours sincerely,



Senior Manager Project Purchase
2nd Floor,
IC&SR Building
IIT Madras
Chennai - 600 036

SCHEDULE

Important Conditions of the tender

1. The due date for the submission of the tender is **30.10.2018, 4:00pm**.
The offers / bids should be submitted in one bid systems (i.e.) Technical-cum-financial bid. Also, it should contain all Commercial Terms and Conditions including Taxes, transportation, packing & forwarding, installation, guarantee, payment terms, etc. The bid should be put in cover and sealed. The Limited Tender for supply of "**Wall Calendar 2019**" should be written on the left side of the cover.
2. **Validity:** Validity of Quotation not less than 90 days from the due date of tender.
3. **Delivery Schedule:** - The tenderer should indicate clearly the time required for delivery of the item.
4. **Payment:** - 100% after delivery.
5. **Late offer:** - The offers received after the due date and time will not be considered. The Institute shall not be responsible for the late receipt of Tender on account of Postal, Courier or any other delay.
6. **Acceptance and Rejection:** - I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.
7. **NOTE :** The supplier should have supplied similar kind of supplies to IITM in the past 5 years.
8. **Disputes and Jurisdiction:** -
 - a. **Settlement of Disputes:** Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate one arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceedings shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai..
 - b. **The Applicable Law:** This Purchase Order shall be construed, interpreted and governed by the Laws of India, Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.

- c. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

Acknowledgement: - It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.

SIGNATURE OF TENDERER

ALONG WITH SEAL OF THE COMPANY WITH DATE

ANNEXURE - I**Wall Calendar 2019**

S. No.	Particular	Specifications
1.	Job	IITM – Wall Calendar 2019
2.	Quantity	7000 Nos
3.	Size	17”X22” – 6 sheeter
4.	Sheets	1+6 Sheets(14 pages)
5.	Paper	170 GSM Foreign Matt art paper
6.	Printing	Flyleaf printed in 4 colors on both sides
7.	Binding & Finishing	Wire -0 on 17”side with hanger & support board

