

**Department for Ocean Engineering**  
**Indian Institute of Technology Madras**  
**Chennai – 600 036**

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Date: 26<sup>th</sup> November 2012

Ref.: OED/12/04/SPL

Due date: 17<sup>th</sup> December 2012

1. Quotations are invited in duplicate for the item shown in enclosed list as Annexure 1.
2. The quotations must be in two bid system consisting of technical bid and financial bid. Both the bids should *be in separate cover* and enclosed in the *single envelop* in sealed cover.
3. The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
4. The Quotations should be valid for sixty (60) days from the due date and the period of delivery required, warranty terms etc. should also be clearly indicated. A minimum of one year warranty required.
5. Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided.
6. Compliancy certificate is to be provided indicating conformity to the technical specifications.
7. If the item is under DGS&D Rate contract No. and the price must be mentioned. It may also please be indicated whether the supply can be made direct to us at the Rate contract price (Please note that we are not Direct Demanding Officers). If so please send copy of the RC.
8. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples / machine/ equipment if called for should be submitted / demonstrated at free of charges, and collected back at the supplier's expenses.
9. Packing and delivery charges must be clearly indicated.
10. The rate of sales / General Taxes and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done, no claim for Sales / General Taxes will be admitted at any stage and on any ground whatsoever. The taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non Government Educational Institutions run with no profit motive for which a concessional Sales Tax Certificate will be issued at the time of final settlement of the bill.
11. IIT Madras is exempt from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand. IIT Madras will make necessary arrangements for the clearance of imported goods at the Airport/Seaport. Hence the price should not include the above charges.
12. Goods should be supplied carriage paid and insured.
13. Goods shall not be supplied without an official supply order.
14. Payment: Every attempt will be made to make payment within 30 days from the date of receipt of bill / acceptance of goods, whichever is later.
15. 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.

Yours faithfully,

The Head, Ocean Engineering

## **Annexure 1**

**Ref: OED/12/04/SPL**

**Date: 26.11.2012**

**Due date: 17.12.2012**

**To computer center  
Kindly float institute web.  
Ref: OED/12/04/SPL  
Due date: 17-11-2012**

### **Specification:**

Supplying and fixing table of size: 1100mmW x 600mm D x 750mm (1200mm) H. Above the table top 450mm partition, bottom 3 drawer lockable, keyboard tray, CPU stand and food rest will be provide. Top made of 25mm prelaminated board and all other parts made of 18mm prelaminated board with 2mm edge banding. Vertical and horizontal partitions with legs are common. Finally tables arranged as per layout.

Single seater drawing enclosed.  
Total needs 28 seater.

The sealed quotation may be sent to The Head  
Department of Ocean Engineering IIT-Madras  
Chennai- 600 036.

**All quotation may send in “HARDCOPY: by speed-post/courier to latest by 17<sup>th</sup> December 2012.**

### **ADDRESS**

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