



# Indian Institute of Technology Madras

I.I.T.P.O., MADRAS-600 036

DEPARTMENT OF CIVIL ENGINEERING

**SPEED POST**

## **Form for Inviting Quotations**

Ref.No. CIE/2018/LIGY/ Extension of existing compost yard at Vichoor village

Date: 31/12 /2018

**DUE DATE: 14.01.2019**

**Pre-bid meeting @ 11.00 AM on January 07, 2019 (Monday)**

To

Dear Sirs,

Quotations are invited for the supply of an "Extension of existing compost yard at Vichoor village" conforming to the specifications given in the enclosed list.

1. The quotation should be submitted under the two-bid system (i.e.) Eligibility Bid, Financial Bid in separate cover sealed. Both the independent covers should be placed in one big cover superscribed on the envelope with the reference No. and due date, should be addressed to the **undersigned so as to reach on or before the due date stipulated above.**
2. The Quotations should be valid for (90) **Ninety days from the due date and the period of delivery** required should also be clearly indicated.
3. 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.
4. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples if called for, should be submitted free of charges, and collected back at the supplier's expenses.
5. Local Firms : Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
6. Firms Outside Madras : Quotations should be for F.O.R. Madras. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
7. The rates of GST and 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 GST/General Taxes will be admitted at any stage and on any ground whatsoever. IIT Madras is eligible for concessional GST. Relevant certificate will be issued. In case of import supply the price should be quoted without custom duty. I.I.T. Madras is exempted from levy of IGST on Imports and eligible for concessional custom duty (not exceeding 5%) and the price should be quoted on **EX-WORXS** and **CIP** basis indicating the mode of shipment.
8. Goods should be supplied carriage paid and insured.
9. Goods shall not be supplied without an official supply order.
10. 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
11. A pre-bid meeting will be arranged at **11.00 AM on January 07, 2019 (Monday)** in BSB Room 205, Department of Civil Engineering, IIT Madras. Further details on the project site will be discussed/provided during the pre-bid meeting.

Details as per enclosed list.

Yours faithfully  
*Ligy Philip*  
(Dr. Ligy Philip)

Note: (i) Quotation should be sent by SPEED POST only or to be delivered directly concerned  
(ii) Firms are requested to submit the specifications of their product along with supporting technical Documentation/brochure instead of reproducing the specifications sent by us.