



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**  
**ENGINEERING UNIT**  
**CHENNAI – 600 036**

**Tender No: 22/2014 – 15/Supply**

Name of Work	: Supplying Flower vase and posy for Director's office and various other institute functions in IITM Campus for the year 2014-15
Cost of Tender Schedule	: Rs. 525/-
Earnest Money Deposit	: Rs. 2100/-
Last Date and Time of Receipt	: Date: 03-06-2014 Time: 3.00 P.M
Date and Time of Opening	: Date: 03-06-2014 Time: 3.10 P.M

Certified that the tender document contains 7 (Seven) pages only and no alterations and additions have been made by me / us in the quotation document.

**Signature of the Contractor**

**Executive Engineer Civil)**

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

**CHENNAI-600 036**

**Tender No: 22/2014-15/Supply**

On behalf of the Director, Indian Institute of Technology Madras, tenders are invited for the Supplying Flower vase and posy for Director's office and various other institute functions in IITM Campus for the year 2014-15 conforming to the specifications given in Annexure – 1 of this schedule.

1. If you are in a position to quote in accordance with the requirements stated in the attached schedule, please download our tender documents from the website [www.tenders.iitm.ac.in](http://www.tenders.iitm.ac.in) under the link **tender notices** and submit your tender to this Office by specifying your rates in the space provided in the prescribed tender form itself along with two demand drafts (obtained on or after the date of advertisement) for **Rs.525/- & Rs2,100/- drawn in favour of Indian Institute of Technology Madras, payable at Chennai-36 towards cost of the tender documents and EMD respectively. No separate tender documents will be issued by us.**

**2. Preparation of Tender:**

- 2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our specification requirements in the format downloaded from our web site.

**3. Signing of Tender:**

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.

**4. Delivery of Tender:**

- 4a. The Original copy of the Tender is to be enclosed in a double cover.
- 4b. The outer cover should be sealed and addressed to the Executive Engineer (Civil) by Name

The tender cover should be sent to:	THE EXECUTIVE ENGINEER (CIVIL) ENGINEERING UNIT ADMIN 3 <sup>RD</sup> FLOOR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036
LAST DATE for receipt of Tender	03-06-2014 before 3.00 PM.

4c. The Tender Cover should be super scribed on the left hand side "TENDER No.22/2014-15/Supply".

4d. Right is reserved to ignore any tender which fails to comply with the above instructions. Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through messenger, the same has to be dropped in the TENDER BOX kept for this purpose in the office of the Executive Engineer (Civil) (3rd floor of Admin. Building, IIT Madras) before 3.00 PM on due date.

**5. Opening of Tenders:** You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in the Schedule.

**6. Validity:** The tender rate should be kept valid for Ninety (90) days from the due date of submission thereof and not to make any modifications in terms and conditions.

#### **7. Prices:**

7a. The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.

7b. **The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT and other statutory levies** (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender.

7c. **The percentage of tax etc included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.**

7d. If at the time of comparison of your offer without taxes etc happens to be lowest, you are bound to supply as per the offered rate only. Hence you are requested to be careful while quoting for the tender.

7e. **No price revision, changes in the specification already given or changes in the terms and conditions etc during the contract period is acceptable.**

We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C and D forms of Sales tax certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.

**8. Terms of Delivery:** The item should be **supplied as specified in the Tender schedule.**

**9. Right of Acceptance:** The Indian Institute of Technology Madras, Chennai-600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.

**10. Communication of Acceptance:** Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay. In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be in the following working day.

The Tender shall remain open for acceptance/validity till: **30-06-2014**

## Annexure - 1

### INDIAN INSTITUTE OF TECHNOLOGY MADRAS 600 036

#### ENGINEERING UNIT

Item No	Description of item	Unit	Quantity	Rate per unit in Rs (Figures and words)	Amount in Rs
1.	Supplying flower vase made using exotic flowers like roses/carnation/gerbera etc. with fillers like asparagus/cycus leaves with foam bricks to hold the water kept in plastic container for Director's office and cabin on alternate days.	Each	337.00		
2	Supply of posy using exotic dutch roses of different colours (Minimum of 20 Nos of roses to be placed) including necessary filler foliage and decorative wrapper.	Each	50		
<b>Total amount in Rs</b>					

Total amount in words (Rs).

#### **IMPORTANT NOTE:**

1. All tender documents should be filled in and returned duly signed
2. Delivery should be effected within the time frame as given in S.No.8 Page No.3
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee for supply at IIT Madras.

#### **IMPORTANT CONDITIONS**

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the Part No., Model No. & Make wherever required and also TNGST/CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the TNGST/CST/VAT No. and Area Code.
2. Quotations should be submitted in Arrack Sealed Cover (Sealing Wax). The quotation should be duly filled in the space provided in the downloaded format only. Quotes given by the tenderers in their own format / letter heads will not be considered at all.

3. **Delivery Period:**

The delivery of item should be made only on receipt of purchase order from the Institute. The Item should be delivered as specified in the tender document.

Any delay beyond the time indicated above will be viewed seriously. If there is any delay without any valid reason and not accompanied by proof, compensation at the following rates will be imposed and necessary recovery will be effected while making payment without any reference to you.

Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the purchase.

## **ANNEXURE -2**

### **INSTRUCTIONS & SPECIAL CONDITIONS**

(To be returned by Tenderer along with the Tender duly signed)

#### **1. GENERAL:**

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

#### **2. CONDITIONS OF CONTRACT:**

Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers.

#### **3. PRICE:**

- i) Prices must be in Rupees and Paisa. The price should be without Customs Duty and Excise Duty since IIT Madras is exempted from the payment of excise duties and eligible for payment of concessional rate of Customs duty.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for supply in IIT Madras.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after opening of the tender.**

#### **4. TRANSIT INSURANCE:**

The Purchaser will not pay separately for Transit Insurance.

#### **5. PAYMENT:**

- i) Payment will be made every month only after supply of all the items for that months period mentioned in the schedule to the entire satisfaction of IIT Madras.
- ii) No Advance Payment will be made.
- iii) Delayed delivery will attract compensation clause Page No.5 Sl.No.4 under "Important Conditions"

**6. TENDERER SHALL SUBMIT ALONG WITH THIS TENDER:**

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of registration with sales tax /VAT authorities like registration/ TIN number, range etc. in clear terms.

**7. SECURITY DEPOSIT:**

<b>Earnest Money Deposit (EMD)</b>	Rs 2100/- (Rupees two thousand one hundred only)in the form of demand draft drawn in favour of Indian Institute of Technology, Madras.
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EMD has to be paid along with the tender in the form of Demand Draft drawn in favour of Indian Institute of Technology Madras 600 036 payable at the State Bank of India, IIT Branch, Chennai 600 036. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after the expiry of guarantee period. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

**8. GUARANTEE:**

The tenderer has to declare that the goods supplied and installed to the buyer under this contract shall be of the best quality and shall be strictly in accordance with the specifications.

**9. JURISDICTION:**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Chennai jurisdiction only.

**10. ACKNOWLEDMENT:**

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 5, those in the accompanying note on "Important Conditions" Page No. 4&5, and under "Instructions & Special Conditions" Page No. 6 to 7 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

**Signature of the Contractor**

**Executive Engineer (Civil)**