

Form for Inviting Quotations

Ref.No.IITM/GATE/2015/SPL/BAG

DATE : 24.09.2015

DUE DATE : 01-10-2015

Dear Sir/Madam,

1. **Quotations are invited in duplicate for New Hawaii 56 (BLU - Blue) Strolly Bag (450-500 Nos.) as per the specifications given below:**

**Product Name – New Hawaii 56 (VIP Brand)**

- Size 35cm X 22cm X 53cm
  - Expandable strolly 4 wheels
  - Colour – BLU - Blue
  - Made of 600 D Polyester fabric
  - Teflon Coated Material
  - Fitted with CBL Lock
  - Push Button Trolley
2. You are requested to quote the rate for the above item.
  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 (01-10-2015) by 5 p.m. at the address given below.**

Chairman, GATE/JAM 2016  
GATE Office  
Indian Institute of Technology Madras  
Chennai - 600036
  4. The Quotations should be valid for thirty days from the due date and the period of delivery required should also be clearly indicated. **If the order is placed to you, the items should be delivered to us on or before 15<sup>th</sup> December, 2015.**
  5. 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.

6. Relevant literature pertaining to the item 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.
7. Local Firms: Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
8. 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.
9. 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 concession, Sales Tax Certificate will be issued at the time of final settlement of the bill. **It should also be taken into account that educational institutions are exempted from levy of Service Tax and Cess.**
10. Goods should be supplied carriage paid and insured.
11. Goods shall not be supplied without an official supply order.
12. 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.
13. The undersigned has the right to reject any quotation or all quotations without assigning any reason.

Yours faithfully,

Chairman, GATE/JAM 2016

**CONTACT DETAILS:**

**GATE OFFICE  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
IIT CAMPUS  
CHENNAI 600 036  
TELEPHONE: 044 - 22578200  
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