

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI 600 036

Form for Inviting Quotations

Reference Number: IITM/GATE 2017/05

DATE : 10.10.2016

DUE DATE : 24-10-2016

Dear Sir/Madam,

1. Quotations are invited for Trolley Bag (Make:1. VIP, 2. American Tourister, 3. Samsonite, 4. Roshan, 5. Aristocrat. Quantity Required:500 Numbers – The quantity may vary depending upon the situation) as per the product specifications given below:

Product Name – Overnight Laptop Trolley Bag

Product specifications:

- i) Size 38 – 42 cm X 34 – 36 cm X 18 – 22 cm
- ii) Material: Outer: Nylon / Polyester fabric
- iii) Push button extendable trolley and 2 wheels
- iv) Color – Dark Blue
- v) Inner laptop compartment, front pocket(s) with Zip
- vi) Combination lock / Number lock

2. You are requested to quote the rate for the above item along with the percentage of discount offered. The price to be quoted should be Nett inclusive of all duties, taxes, freight etc.

3. Warranty: The warranty on the product should be at least one year.

4. The quotations should be supplied with two bids (Technical Specification bid and Price-bid). Both Technical-bid and Price-bid should be in separate envelopes. The bids duly sealed and super-scribed on the envelopes with the reference number and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above (24/10/2016) by 5:00 pm at the address given below.

5. A sample against each quotation should be provided along with the quotation on or before the due date i.e. 24/10/2016. Otherwise the quotation will not be considered. The sample will be returned at a later date.


Chairman, GATE/ JAM 2017
GATE Office
Indian Institute of Technology Madras
Chennai 600036, Tamil Nadu

6. 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 15th December, 2016.**

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 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.
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. 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.
12. The undersigned has the right to reject any quotation or all quotations without assigning any reason.

Yours faithfully,



Chairman
GATE/ JAM 2017
CONTACT DETAILS:
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