



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai 600 036

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E-mail: tender@imail.iitm.ac.in



The Senior Manager (Project Purchase)

Ref: DIA/17-18/005/IITM LAPEL PINS
Dated: 02.01.2020

Limited Tender No: DIA/17-18/005/IITM LAPEL PINS

Due Date: 22.01.2020, 5:00pm

Bid opening meeting on Due Date: 23.01.2020, 4:00pm

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, offers are invited for the supply of “**IITM LAPEL PINS**” conforming to the specifications given in (**Annexure-I**).

Terms and Conditions of Limited Tender

- 1. Preparation of Bids:** - The Limited tenders should be submitted under **one bid system** (i.e.) Technical-cum-Financial bid.
- 2. Delivery of the tender:** - The tender shall be sent to the below-mentioned addresses either by post or by courier (duly sealed and super scribed on the envelope with the reference No and due date) so as to reach the following address before the due date and time specified in our Schedule:
**The Senior Manager,
Project Purchase,
IC & SR Building, 2nd floor,
I.I.T. Madras,
Chennai – 600 036.**
- 3. Price:** - The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges.
 - a. The offer/bid should be exclusive of taxes and duties. The percentage of tax & duties should be clearly indicated separately. IIT Madras is eligible for concessional GST and relevant certificate will be issued.
 - b. In case of import supply, the price should be quoted without custom duty. IIT 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-WORKS and CIP (stating the Cost, Insurance, Freight separately) and indicating the mode of shipment.
- 4. Terms of Delivery:** - The item should be supplied to our Departments as per Purchase Order. In case of import supply, the item should be delivered at the cost of the supplier to our Institution. The Installation/Commissioning should be completed as specified in our important conditions.
- 5. Catalogue:** Original catalogue (not any photocopy) of the quoted model duly signed must accompany the quotation in the Technical-cum-financial bid
- 6. Late offer:** - The offers received after the due date and time will not be considered
- 7. Payment:** - No Advance payment will be made for Indigenous purchase. However, 90% Payment against Delivery and 10% after installation are agreed to wherever the installation is involved. In

case of import supplies the payment will be made only through 100% Letter of Credit i.e. (90% payment will be released against shipping documents and 10% after successful installation wherever the installation is being done).

8. **Advance Payment:** - No advance payment is generally admissible. In case of specific percentage of advance payment is required, the Foreign Vendor has to submit a Bank Guarantee equal to the amount of advance payment and it should be routed through the Beneficiary Bank to the end user Bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee through a Nationalized Bank of India.
9. **Warranty/Guarantee:** - The offer should clearly specify the warranty or guarantee period for the machinery/equipment.
10. **Validity:** Validity of Quotation not less than 60 days from the due date of tender
11. **Bid Opening:** The bid will be opened on **23.01.2020, 4:00pm.**
12. **Accept /Reject:** IIT Madras reserves the full right to accept / reject any tender at stage without assigning any reason.
13. **Settlement of Disputes:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.
14. **Risk Purchase Clause:** - In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.
15. **Unsolicited offers:** “This notice is being published **for information only** and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration as per procedure.” The Website for Registration of vendors is <http://web.iitm.ac.in/supplier/> and the mail address for queries is “ workflow@rt.iitm.ac.in “.

Yours sincerely,

**The Senior Manager,
Project Purchase,
IC & SR Building, 2nd floor,
I.I.T. Madras,
Chennai – 600 036.**

SPECIFICATIONS FOR IITM LAPEL PINS

1. Width*height: 2.7*3.3mm
2. Material: Brass
3. Color: Multi color
4. Enamel: Gold Enamel
5. Cap: Yes
6. Quantity: 2000 nos

LOGO:

