

Ref: NPTEL/06/2017/STUDIOEQUIP

Date: 01/09/2017

**LIMITED TENDER No: NPTEL/06/2017/STUDIOEQUIP**

Dear Sir/Madam

On behalf of NPTEL, Indian Institute of Technology Madras, tenders are invited for the  
“**WACOM TABLETS**” conforming to the specifications given in Annexure-I.

**Date of Floating Tender : 01/09/2017**

**Date of Closing Tender: 11/09/2017**

**Instructions to the Bidder**

1. Preparation of bids: The tender should be submitted in 2 bid system ie. Technical Bid & Financial Bid. The technical bid should consist of all technical specifications/details and financial bid should indicate item-wise price for each item and it should contain all commercial terms and conditions including taxes, transportation, packing & forwarding, payment terms, pricing terms etc. The technical and financial bid should be put in separate sealed covers . Both the sealed covers should be put in a bigger cover. The limited tender for supply of “WACOM TABLETS– NPTEL” should be written on the left side of the outer bigger cover and sealed.
2. The Tender shall be sent to the below mentioned addresses either by post or by courier so as to reach the following address before **11/09/2017, 11.00 AM**.  
**Dr. Andrew Thangaraj, Project Co-ordinator, NPTEL, Web Studio, IC & SR Building, 3<sup>rd</sup> Floor, Chennai 600 036.**
3. The tender will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and it will be examined by a technical committee which will decide the suitability of the bid as per our specifications and requirements. In respect of opening of financial bid, those bidders who are technically qualified only will be called for.
4. **Prices:** The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of tax & duties should be clearly indicated. The price should be quoted without custom duty, since IIT Madras is exempt from payment of excise duty and the custom duty will be paid at concessional rate against duty exemption certificate.
5. **Agency Commission :** No commission will be paid.
6. **Terms of Delivery:** The items should be supplied to NPTEL as per the purchase order.

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NPTEL



In case of import supply, the item should be delivered at the cost of the supplier to our institution. The items should be supplied within 1 week from the date of issue of purchase order.

- 7. Technical Bid Opening:** The technical bid will be opened on 11<sup>th</sup> Sep'2017 @ 12.00 Noon and the financial bid of those tenders who are technically qualified will be opened @ 4.00 pm.
- 8.** NPTEL/IIT Madras reserves full right to accept/reject any tender at any stage without assigning any reasons.

**Annexure – I**

S.No.	Description	Qty	MODEL
1	Wacom DTH 2242 Interactive Pen & Touch Display	5	DTH 2242

**FINANCIAL BID TO INCLUDE FOLLOWING DETAILS:**

S.NO	Description	Model	Qty	GST%	Unit Price incl.GST	TotalPrice incl.GST
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