

Department for Ocean Engineering
Indian Institute of Technology Madras
Chennai – 600 036

Date: 23 January 2013

Ref.: OED/13/02/FUR/SPL

Due date: 12th February 2013

1. Quotations are invited in duplicate for the item shown in enclosed list as Annexure 1.
2. The quotations must be in two bid system consisting of technical bid and financial bid. Both the bids should be *in separate cover* and enclosed in the *single envelop* in sealed cover.
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.
4. The Quotations should be valid for sixty (60) days from the due date and the period of delivery required, warranty terms etc. should also be clearly indicated. A minimum of one year warranty required.
5. Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided.
6. Compliancy certificate is to be provided indicating conformity to the technical specifications.
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 items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples / machine/ equipment if called for should be submitted / demonstrated at free of charges, and collected back at the supplier's expenses.
9. Packing and delivery charges must be clearly indicated.
10. 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 concessional Sales Tax Certificate will be issued at the time of final settlement of the bill.
11. IIT Madras is exempt from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand. IIT Madras will make necessary arrangements for the clearance of imported goods at the Airport/Seaport. Hence the price should not include the above charges.
12. Goods should be supplied carriage paid and insured.
13. Goods shall not be supplied without an official supply order.
14. 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.
15. Acceptance and Rejection:- I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

Yours faithfully,

The Head, Ocean Engineering



23-1-13

Annexure-1

Tender No: OED/13/02/FUR/SPL
Due Date: 12-02-2013

Date: 23-01-2013

Kindly quote your rate for the following items (specification given below).

1. Washing and service of existing godrej chair model No: PCH7003- 145NOS.
2. Supply of new godrej chair model No: PCH70002D (Navy blue) - 10 NOS.

Please quote your rate with the following details:

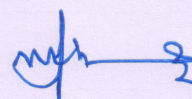
1. Quotation validity 60 days.
2. Mention delivery period.
3. Tax details.
4. Payment after supply. Advance payment will not be allowed.
5. The quotations should be sent by sealed cover.

Hard copy of all quotations to be sent by speed-post/courier to latest by 12th February 2013.

Address

The Head
Department of Ocean Engineering
IIT- Madras
Chennai- 600 036.

For any query please contact: 0442257 5826.



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Head of the Department