INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

Quotation No: 02/2014 – 15/Civil/Supply of Flow meter

Name of Work**:** Supply of Electromagnetic Flow meter for sewage treatment plant at IIT Madras

Cost of Tender Schedule	: Nil
Earnest Money Deposit	: Rs. 2200/-
Last Date and Time of Receipt	: Date: 22 - 04 - 2014 Time: 3.00 P.M
Date and Time of Opening	: Date: 22 -04 - 2014 Time: 3.10 P.M

Certified that the tender document contains 7 (Seven) pages only and no alterations and additions have been made by me / us in the quotation document.

Signature of the Contractor **Executive Engineer Civil)**

INDIAN INSTITUTE OF TECHNOGOGY MADRAS

CHENNAI-600 036

Quotation No: 02/2014-15/Supply

On behalf of the Indian Institute of Technology Madras, tenders are invited for Supply of Electromagnetic Flow meter for sewage treatment plant at IIT Madras conforming to the specifications given in Annexure – 1 of this schedule.

1. If you are in a position to quote in accordance with the requirements stated in the attached schedule, please download our tender documents from the website (http://tenders.iitm.ac.in/) and submit your quotation to this Office by specifying your rates in the space provided in the prescribed tender form itself along with a demand draft (obtained on or after the date of advertisement) for R**s 2,200/- drawn in favour of Indian Institute of Technology Madras, payable at Chennai-36 towards cost of the EMD. No separate tender documents will be issued by us.**

2. Preparation of Quotation:

2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Quotation Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.

2b. You should quote your rate only for our specification requirements in the format downloaded from our web site.

3. Signing of Tender:

The Quotations are liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Quotation is not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the Quotation documents required to be signed and bears the official seal of the bidders.

4. Delivery of Tender:

4a. The Original copy of the Quotation is to be enclosed in a double cover.

4b. The outer cover should be sealed and addressed to the Executive Engineer (Civil) by Name

The Quotation cover should be sent to:	**THE EXECUTIVE ENGINEER (CIVIL) ENGINEERING UNIT ADMIN 3RD FLOOR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036**
LAST DATE for receipt of Quotation	**22-04-2014 before 3.00 PM.**

4c.The Quotation Cover should be super scribed on the left hand side "Quotation No. 01/2014-15/Civil/Supply of Flow meter".

4d.Right is reserved to ignore any tender which fails to comply with the above instructions. Quotation should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through messenger, the same has to be dropped in the TENDER BOX kept for this purpose in the office of the Executive Engineer (Civil) (3rd floor of Admin. Building, IIT Madras) before 3.00 PM on due date.

5. Opening of Quotations: You are at liberty to be present or authorize a representative to be present at the opening of the quotation at the time and date specified in the Schedule.

6. Validity: The quoted rate should be kept valid for Ninety (90) days from the due date of submission thereof and not to make any modifications in terms and conditions.

7. Prices:

- **7a.** The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.
- **7b.** **The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT and other statutory levies** (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Quotation.
- **7c.** **The percentage of tax etc included in the price should be indicated in clear terms**. **If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.**
- **7d.** If at the time of comparison of your offer without taxes etc happens to be lowest, you are bound to supply as per the offered rate only. Hence you are requested to be careful while quoting for the tender.
- **7e.** **No price revision, changes in the specification already given or changes in the terms and conditions etc during the contract period is acceptable**.

  We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C and D forms of Sales tax certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.

8. Terms of Delivery: Supply required by date(s) specified in the Schedule of quotation. The item should be **supplied within 2 weeks** from the date of issue of purchase order.

9. Right of Acceptance: The Indian Institute of Technology Madras, Chennai-600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.

10. Communication of Acceptance: Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

Annexure - 1

INDIAN INSTITUTE OF TECHNOLOGY MADRAS 600 036

ENGINEERING UNIT

In the event of the date of opening of quotation being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be in the following working day.
The Tender shall remain open for acceptance/validity till: 22**-04-2014**

S. No	Description of Item	Qty	Unit	Rate Rs in words & figures	**Amount**
1	**Electro-magnetic flow meter (model FMF 2040 or equivalent)** b. Flow tube (sensor) PTFE lined and fully welded construction. c. Digital flow transmitter separate version with front panel calibration, LCD display and RS 232 Inference. Flow rate, Totalizer and damp functions and pulse out. d. Free computer Inference software. e. ANSI B 16.5 150 flange f. Meter enclosure Cast Aluminium g. Measuring Tube : SS 304 h. Coil housing : Mild steel.				
1a	150mm dia Flow meter	1	No		
1b	200mm dia Flow meter	1	No		
		Total amount in Rs			

Total amount in words

IMPORTANT NOTE:

1. All Quotation documents should be filled in and returned duly signed
2. Delivery should be effected within the time frame as given in S.No.8 Page No.3
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee for supply at IIT, Madras.

IMPORTANT CONDITIONS

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the Part No., Model No. & Make wherever required and also TNGST/CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the TNGST/CST/VAT No. and Area Code.

2. Quotations should be submitted in Arrack Sealed Cover (Sealing Wax). The quotation should be duty filled in the space provided in the downloaded format only. Quotes given by the tenderers in their own format / letter heads will not be considered at all.

3. Guarantee should be given for minimum of one year including comprehensive (Parts + Services) onsite maintenance for the supply made for which no additional payment shall be made. The rate should be quoted accordingly.

   During the guarantee period, the complaint is to be attended within 2 days otherwise your name will not be considered for future quotations after forfeiting EMD remitted by you. In addition to above, compensation as decided by the committee and/or the work will be carried out through some other agencies at your risk and cost.

   If there is any problem/repair due to defective spare parts and gives continuous trouble, say three times in one month during the guarantee period, you have to replace the parts with new spare parts only without any additional claim.

4. **Delivery Period**:

   The delivery of item should be made only on receipt of purchase order from the Institute. The Item should be delivered within 2 week's time. No further extension of time will be allowed.

   Any delay beyond the time indicated above will be viewed seriously. If there is any delay without any valid reason and not accompanied by proof, compensation at the following rates will be imposed and necessary recovery will be effected while making payment without any reference to you.

   - Delay of 16 to 30 days – 1% of the cost
   - Exceeding 30 days to 2 Months – 2% of the cost
   - Beyond 2 Months – 5% accompanied by forfeiture of EMD in full.

   Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action will be taken for removing them from our future enquiry.

5. No Advance Payment will be made for the purchase.

ANNEXURE -2

INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Bidder along with the Quotation duly signed)

1. GENERAL:

Tenderer should furnish clear declaration as follows:
We declare that I am/we are (tick appropriate sl no.)

i) An individual;
ii) A proprietary;
iii) A Firm in partnership;
iv) A Limited Company or Corporation.

2. CONDITIONS OF CONTRACT:

Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers.

3. PRICE:

i) Prices must be in Rupees and Paisa. The price should be without Customs Duty and Excise Duty since IIT Madras is exempted from the payment of excise duties and eligible for payment of concessional rate of Customs duty.

ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.

iii) Prices quoted should be for supply in IIT Madras.

iv) Discount has to be indicated prominently in terms of percentage only.

v) No price revision, changes in the specification will be entertained after opening of the Quotation.

4. TRANSIT INSURANCE:

The Purchaser will not pay separately for Transit Insurance.

5. PAYMENT:

i) Payment will be made only 90% on supply, 10% on successful installation and commissioning of all the items mentioned in the schedule to the entire satisfaction of IIT Madras.

ii) No Advance Payment will be made.

iii) Delayed delivery will attract compensation clause Page No.5 Sl.No.4 under “Important Conditions”

6. BIDDER SHALL SUBMIT ALONG WITH HIS TENDER:

i) PAN No. of the company along with proof of PAN card.
ii) Name and full address of the Banker and their swift code and other bank details.
iii) Proof of having ISO or other equivalent certification given by appropriate authorities.
iv) Proof of registration with sales tax /VAT authorities like registration/ TIN number, range etc. in clear terms.

7. SECURITY DEPOSIT:

Earnest Money Deposit (EMD)	Rs 2200/- (Rupees two thousand and two hundred only) in the form of demand draft drawn in favour of Indian Institute of Technology, Madras.

EMD has to be paid along with the quotation in the form of Demand Draft drawn in favour of Indian Institute of Technology Madras 600 036 payable at the State Bank of India, IIT Branch, Chennai 600 036. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the quotation. EMD will not carry any interest. The EMD will be retained in the case of successful bidder. The EMD paid will be refunded only after the expiry of guarantee period. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of quotation at the opening stage itself.

8. GUARANTEE:

The bidder has to declare that the goods sold to the buyer under this contract shall be of the best quality and shall be strictly in accordance with the specifications. Bidder should give minimum one year guarantee period for which the said goods/articles/spare parts would continue to confirm to the specifications.
The guarantee period will be effected from the date of delivery of items specified in the schedule.

9. JURISDICTION:

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Chennai jurisdiction only.

11. ACKNOWLEDMENT:

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 5, those in the accompanying note on “Important Conditions” Page No. 5, and under “Instructions & Special Conditions” Page No. 6 to 7outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

Signature of the Contractor **Executive Engineer (Civil)**