



DEPARTMENT OF CIVIL ENGINEERING
Indian Institute of Technology Madras
I.I.T.P.O., MADRAS-600 036

Form for Inviting Quotations

Ref. No. CE/STORES/2020/LIGY/CONSTRUCTION OF ELEVATED CONSTRUCTED
WETLAND AT VICHOOR VILLAGE

Dt. 20.05.2020

DUE DATE: 09.06.2020 – 3.00 P.M.

To

Dear Sir,

1. Quotations are invited in duplicate for the various items shown below / overleaf / **Enclosed list**.
2. **The Quotations duly sealed and superscribed on the envelope with the reference No. and due date, should be addressed to the undersigned and contain in 2 bid system i.e. Eligibility/Technical bid and Commercial bid in two separate envelopes should be enclosed in a single envelope only so as to reach on or before the due date stipulated above.**
3. The Quotations should be valid for ninety days from the due date and the period of delivery required should also be clearly indicated.
4. Relevant literature pertaining to the items 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.
5. Local Firms : Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
6. Firms Outside Madras : Quotations should be for F.O.R. Madras. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
7. The rates of GST and 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 GST/General Taxes will be admitted at any stage and on any ground whatsoever. IIT Madras is eligible for concessional GST. Relevant certificate will be issued. In case of import supply the price should be quoted without custom duty. I.I.T. 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-WORXS** and **CIP** basis indicating the mode of shipment.
8. Goods should be supplied carriage paid and insured.
9. Goods shall not be supplied without an official supply order.
10. 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.

Yours faithfully,

--Signed--
[Prof. Ligy Philip]

Note: (i) Quotation should be sent by SPEED POST only or to be delivered directly to the concerned.
(ii) Firms are requested to submit the specifications of their product along with supporting technical Documentation / brochure instead of reproducing the specifications sent by us.