



Computer Centre
Indian Institute of Technology Madras
Chennai:600036
Ph:044-22574975/4976/ 5996

Form for inviting Quotations/Tenders

No:CC/ENQY/2017/SPL- 003 /

Dt:10/10/2017

Dear Sirs,

Due date:27/10/2017 at 4.00PM

- 1.Quotations /Tenders are invited for supply of E-Mail security solution Active/ Active or Active/Passive under 2 bid system(Technical/Commercial). Separate sealed covers for Technical and commercial bids which should be submitted in a single Packet (specification also enclosed).
- 2.The quotations/tenders must have clearly indicated Enquiry no and date on the envelope and addressed to the undersigned so as to reach within due date as stipulated above.
- 3.The quotations /Tenders should be valid for ninety days(90) from the due date and the period of delivery required should also be clearly indicated.
- 4.If the item is under DGS&DRate contract, no and the price must be mentioned.It mayalso be indicated whether the supply can be made direct to us at the rate contract price (Please note , we are not direct demanding officers). If so, please send a copy of the rate contract.
- 5.Relevant literature pertaining to the items quoted with full specifications with make should be sent along with the quotations/Tenders .
- 6.Local firms: Goods should be for free delivery to this institute. If Goods for Ex.Go-down, delivery charges should be indicated separately.
7. Firms outside Chennai: Quotations/Tenders should be for F.O.R Madras. If FORconsignor station,freight charges by passenger train/lorry transport must be indicated.
- 8.The rate of taxes (CGST/GST) and the percentage of such other taxes legally leviable and intended tobe claimed should be distinctly shown along withthe 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 actually leviable will be taken into considerations .

9. In case of import, the insurance & freight charges should not exceed 6% of FOB value. You are requested to quote FOB price and CIF Chennai mentioning freight & insurance charges separately. No Ex-works pricing is considered.

10. No Advance payment will be made for indigenous purchase.

11. Goods should be supplied carriage paid and insured.

12. Goods shall not be supplied without official purchase order.

13. Payment: Every attempt will be made to make payment within 30 days from the date of receipt of the bill/ Acceptance of goods, whichever is later. Please indicate total amount with actual Product cost + Taxes separately.

Yours faithfully

Sd.....
Chairman
Computer Centre

Terms and conditions:

1. The Tender consists of two bid systems (Technical and commercial). The sealed Tenders for Technical and commercial separately and the same may be submitted in a single packet.
2. The authorization letter from OEM with make should be enclosed, if the vendor is a reseller.
3. Warranty (Minimum period of 3 years)
4. Please indicate product cost and GST separately.
5. Commercial bids will be opened based on the Technically suitable.
6. The supporting documents like GST/Vendor's registration and other certificates should be enclosed along with bids.
7. Other conditions as per General Terms of Tender.

(Sd)
Chairman
Computer Centre