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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
I.I.T., MADRAS - 600 036.

Ref No. : CSE/2011/013/MWS/SPL

Dated : 21-03-12.

To

DUE DATE
09-04-12.

Quotations to be addressed to :



HEAD
Department of
Computer Science & Engg.
IIT Madras, Chennai - 600 036

Dear Sirs,

1. Quotation are invited **in duplicate** for the various items shown over leaf / enclosed list.
2. The quotations duly sealed and superscribed on the envelope with the reference No. & due date should be addressed to the above name so as to reach him **on or before the due date** STIPULATED above.
3. The Quotation should be valid for **sixty days** from the due date and the period of delivery required should also be clearly indicated.
4. If the item is under DGS & D Rate Contract, the Rate Contract No. and price - accompanied by copy of the R.C. 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).
5. 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, submitted free of charges, and collected back at the suppliers expenses.
6. **Local Firms** :- Quotations should be for free delivery to this Institute. If Quotations are for Ex-Godown, delivery charges should be indicated separately.
7. **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.
8. The rate of Sales/General Taxes and the percentages of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quote. Where this is not done, no claim for Sales / General Taxes will be admitted at any later stage and on any ground whatever. The taxes leviable should take into consideration run with no profit motive, and which necessary concessional Sales Tax Certificate would be issued at the time of passing the bill.
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. **PAYMENT** :- Every attempt will be made to make payment within thirty days from the date of receipt of bill / acceptance of goods whichever is earlier.

12. SPECIFICATION DETAILS
AS PER ENCLOSED LIST.

Yours faithfully,

O. Karthick

FOR HEAD OF THE DEPT.

* Strike out whichever is not applicable.

Minutes of the Meeting of the Larger Purchase Committee
Held on 16th March 2012
For Purchase of Furniture for the different Laboratories of the
Department of Computer Science and Engineering

1. The committee approved purchase of the following furniture for the Department. The following technical specifications were approved by the committee for release of Limited Tender and release of the same on the IIT Madras website

| S/no | Item | Quantity |
|------|--|----------|
| 1 | Workstation-1200 X 600 X 750 MM- Desk Based System with accessories of 3 Drawer metal pedestal, free standing metal keyboard tray, metal CPU trolley, hanging white board or magnetic board (anyone) | 62 Nos |
| 2. | Chair-Seat and Back moulded foam, PU arm Rest Hydrolic height adjustment, 5 pronged base on Twin castor wheels. | 62 Nos |
| 3. | 4 Glass Door Book case - with 1+1 key glass doors with steel frame 66'Hx33'Wx1'D with powder coating finish. | 6 Nos |

After opening of the bid and before finalization, the furniture samples should be brought to IITM for inspection by Committee free of cost. The decision of the Committee is final regarding selection and placing of purchase order.

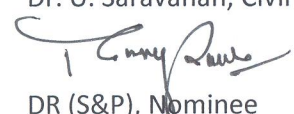
2. The committee approved sending of the limited tender enquiry to the dealers as per Enclosure -1.

3. The due date for limited tender is **10 working days from the date of release of enquiry.**


Prof. Hema A Murthy, CSE



Dr. Shankar Balachandran, CSE



Dr. U. Saravanan, Civil


DR (S&P), Nominee


Prof. V. Kamakoti, CSE


Prof. R. Sarathy, EE


DR (F&A), Nominee


DR (Audit), Nominee


Prof. C. Siva Ram Murthy, Head, CSE