



**INVITATION FOR QUOTATION**

IITR/S&P/Furniture/2023/001

August-2023

**Sub: Invitation for Quotations for supply and installation of Furniture at the Class Rooms of IIT Raichur**

1. You are invited to submit your most competitive quotation for the following furniture, with item wise detailed specifications given:

Sl. No.	Description of the items	Quantity	Delivery Period (In days)	Place of Delivery
1.	<b>2 Seater Table Desk with Seat</b> Size: 750 H x 1048 W x 895 D - mm	36	30	IIT Raichur
2.	<b>3 Seater Table Desk with Seat</b> Size: 750 H x 1229± 10W x 895 D - mm	24	30	IIT Raichur
3.	<b>Computer Lab Tables</b> 900W x 600 D x 750 H-mm	40	30	IIT Raichur
4.	<b>Computer Lab Chairs (Revolving)</b> Seat size:430±10 D x465± 10 W- mm Back size:415± 10 W x 400± 10 H - mm Height: 830± 10H-mm	40	30	IIT Raichur

2. Quotation:

2.1 The contract shall be for the full quantity as described above.

2.2 Corrections, if any, shall be made by crossing out, initialing, dating, and rewriting.

2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.

2.4 Applicable taxes shall be quoted separately for all items.

2.5 The price quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

2.6 The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. The quotation shall remain valid for a period not less than 45 days after the last date of quotation submission.

5. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which

5.1 are properly signed; and

5.2 conform to the terms and conditions, and specifications.

6. The Quotations would be evaluated for all items together.

7. Award of contract:

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7.2 The bidder whose bid is accepted will be notified of the award of the contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

8. Payment shall be made in Indian Rupees as follows: **After Installation and Satisfactory Acceptance - 100% of total cost.**

9. All supplied items are under warranty for **12** months from the date of successful acceptance of items.

10. You are requested to provide your offer by **4.30PM** on **12-August-2023**

11. Testing/Installation Clause (if any) **To be installed and demonstrated before payment.**

12. **Delivery Period:** The contractor should supply the furniture within 30 days of the date of issue of the purchase order.

13. **For Delay in Supply:** A penalty of 5% of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10% of the total value of the order/orders.

14. **Advance Payment:** IIIT Raichur will not pay any advance payment(s) against supply material or against a pro forma invoice to the vendor.

15. **Arbitration:** All disputes in connection with the execution of contracts shall be settled under the provisions of Arbitration and Conciliation Act 1996, and the rules framed thereunder and in force shall be applicable to such proceedings. The Competent Authority of IIIT Raichur or a person nominated by him/her shall be the sole Arbitrator.

16. **Jurisdiction:** The Courts of Raichur alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.

17. **Evaluation of Quotations:** The purchaser will evaluate and compare quotations determined to be substantially responsive, i.e.

c) Are properly signed; &

d) Confirm terms, conditions, specifications, qualifications, and conditions.

18. Each bidder shall submit only one quotation in the format supplied. Bidders submitting more than one quotation for the same package will not be entertained. All the columns and requisite information must be filled in.

19. No payment will be made for any damage to the goods supplied.

20. Payment shall be made after the supply and submission of bills, which will be subject to satisfactory supply (certified by the committee constituted for the purpose). The personnel in charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.

21. Information brochures/product catalogs, if any, must be accompanied by the quotation, clearly indicating the model quoted for.

22. A quotation is to be submitted/ delivered at the address mentioned below,

**Faculty In-charge (S&P)**

**Indian Institute of Information Technology, Raichur**

**GEC Transit Campus, Yeramarus Camp**

**Raichur, Karnataka - 584135**

**E-mail: [fic.snp@iiitr.ac.in](mailto:fic.snp@iiitr.ac.in) / [office.stores@iiitr.ac.in](mailto:office.stores@iiitr.ac.in)**

23. **The successful bidder shall supply all the items in this packet. Therefore, a bid will be considered if and only if the bidder has quoted for all the items listed.**

24. **Quantity may vary by an amount of  $\pm 10\%$  of the total quantity mentioned.**

25. **DISCLAIMERS:**

a. The Competent Authority reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be communicated to all parties procuring this request for Proposal.

b. The Competent Authority reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

We look forward to receiving your quotation, and we thank you for your interest in this tender.

Faculty In-charge (S&P)  
Dr. Debmalya Sain

**Annexure-I**

**PART I - TECHNICAL BID**

**Bidder's Particulars**

<b>Bidders Particulars- Annexure I</b>		
<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1	Bidder's name/Organization name (Copy of registration to be enclosed)	
2	Address for communication	
3	Contact Details	
4	Designation	
5	Telephone Number office	
6	Mobile Number	
7	Email Id	
8	PAN Number (Copy to be enclosed)	
9	GST registration number (Copy to be enclosed)	
10	Attested copy of return for last month/quarter (as the case may be) submitted towards Central and State Sales Tax/VAT/Service / GST Tax if applicable. (Copy to be enclosed)	

11	Experience in dealing with Govt. Departments (attach copies of supply orders placed on the agency)	
12	<b>Bank Particulars</b>	
a	Account name	
b	Type of A/c: (SB/CA/CC)	
c	A/c No.	
d	IFS Code	
e	Name of the Bank	
f	Branch	

***Enclose all certificates in support of the above statements.***

Date:  
Name:  
Place:  
Company:  
Contact No.

Authorized Signatory  
Designation:

Company Seal

## PART II – FINANCIAL BID

**FORMAT FOR QUOTATION SUBMISSION**  
(On the letterhead of the Bidder with seal)

Date: \_\_\_\_\_

To:

\_\_\_\_\_

\_\_\_\_\_

Sl. No.	Description of goods (with full Specifications)	HSN Code	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ or guarantee commitments.)	Total Price (A)	GST and other taxes payable	
							In %	In figures (B)
	<b>Total Cost</b>							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (Amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ months shall apply to the offered items, and we also confirm to agree with the terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

**DECLARATION REGARDING NON-BLACKLISTING OF COMPANY AND ACCEPTANCE OF TENDER TERMS AND CONDITIONS**

(To be provided on the letterhead of the bidder.)

I / We \_\_\_\_\_ do hereby certify that our firm is not blacklisted, and that no enquiries/cases are pending against us by the Govt. of India/any State Govt. or by any State Board/ Universities/Autonomous Bodies, since the inception of the firm/company.

All the terms and conditions given in the tender draft "**for Supply & Installation of Furniture at Class Rooms**" issued by IIIT Raichur are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in every respect and explicitly agree that if at a later date it is found out by the Institute (IIIT Raichur) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal: