



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref no. IIIT-A/ENQ/Purchase/526/ 747/2019

Date: 09/07/2019

Enquiry Letter

M/s.

.....

Ph. No.:

Sub: Quotation for Providing & fixing of wooden Almirah door & Wardrobe in C1 at IIIT-A

Enquiry issue date : 09/07/2019

Last submission date : 29/07/2019 upto 12:00 Noon

Opening of Bid : 29/07/2019 at 4:00 PM

Bid Security Amount : Rs. 2000.00/- (Rupees Two Thousand Only) through RTGS/NEFT

Dear Sir,

Institute intends to execute the work of "Providing & fixing of wooden Almirah door & Wardrobe in C1 at IIIT-A" for which quotations are invited as per details given in below. Interested & suitable Tenderers can participate.

Sl. No	Description of Work	Unit	Quantity	Unit/Rate (Rs.)	Amount (Rs.)
1.	Termite treatment br drilling system in wardrobe floor surface.	Job	2.0		
2.	Providing & fixing of water proof & termite proof made of 18 mm thick wood plastic Composite (WPC) Board water proof ISI mark as per required dimension (H-20M, W-1.48M, D-0.60M) with black 6mm thick wood plastic composite (WPC) sheet and internal two drawer with telescopic channel and shit hanging arrangement and front doors teak veneer pasting. Handle and locking arrangement and liquor polishing and finishing including all material and labour complete in all respect.	No.	2.0		
Total -					
GST @					
G. Total-					

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. upto 29.07.2019 at 12:00 Noon. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-Charge (Purchase), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj -211015.**

Note:

1. FOR destination IIIT-Allahabad.

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2. Preference will be given to the Manufacturer/Sole Distributors.
3. The vendor are desired to furnish copies of at least one work order during the financial year 2016-2017 & 2017-2018 separately, relating to similar work (Attach documentary evidence) or any single order of 80% amount for the F.Y. 2017-2018.
4. Quoted rate should be valid at least for 90 days from the last date of submission of tender.
5. Tenderer should submit GSTIN registration copy with quotation.
6. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter and attached evidence papers of all on claims / accessories maze.
7. One vender can quote only one bid.
8. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.
9. All work will be carried out as per norms & specifications as mentioned in BOQ. Additional items, if any, which are not mentioned in BOQ will be carried out as per site requirement under the instruction of Engineer in charge (E I/C), after the approval from Office Incharge.
10. **The defect liability period will be 6 month from the date of completion and 2.50% of the total value of the tender will be deduct from the agency bill and same will be released after completion of defect liability.**
11. The mentioned quantity is approx quantity; it may decrease/increase by upto 10%. The payment will be made as per actual measurement/supply, as certified by E I/C and Office Incharge.
12. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.
13. Work should be completed within 05 weeks from the receipt of the work order and after site clearance. If, the work delayed beyond the stipulated time of completion penalty of 1% per week or part thereof of total cost shall be imposed at the discretion of competent authority. The penalty may be upto 10% of the total accepted bid value. This purchase/Work order will be automatically expired after 8 weeks unless extension is provided by the Institute on request by the supplier.
14. Details of Bank account of Firm/Agency for returned of BS and/or Performance Security

Bank's Account Holder Name:.....

Type of Account Name:.....

Address of Branch:.....

Account No:.....

IFSC Code:.....

15. **Bid Security :** Bid Security (BS) fee should be directly transfer into the bank account of Indian Institute of Information Technology, Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without BS fee receipt will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. **Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from BID SECURITY. Such bidder needs to submit relevant document along with technical bid of tender. BS receipt should be enclosed in a separate envelop. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period. No interest shall be paid on Bid Security/Performance Security.**

The detail of institute's Bank account is as below;

Account Name : IIIT A EMD And Security Deposit Account

Bank name : Punjab National Bank


Address : Pipalgaon Branch, Allahabad, Prayagraj

Account No. : 8636000100031943

IFSC Code : PUNB0863600

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16. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately. Additionally they will also be liable to be blacklisted.
17. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both the parties. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications, will not be considered.
18. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
19. In case the selected firm fails to complete the job within maximum specified period, Institute reserves the right to get the job done by any other firm and the difference of cost, if any, shall be recovered from the defaulting firm from the balance payment due.
20. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/ clause with regard to interest etc. shall be entertained.
21. To accord wide publicity, the details are also available on our web site (www.iiita.ac.in), may be seen.
22. The tender will be opened in the presence of the tenderers or authorized representatives interested to be present on **29/07/2019 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Only one representative will be allowed to attend the technical/financial bid for a particular firm. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
23. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
24. For any technical queries, please contact Sh.G. R. Singh, AE (0532-2922034), Email-grsingh@iiita.ac.in.
25. Tenderers may feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for any queries.
26. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
27. The lowest rate will not be the basis of claim to get the order.
28. All legal disputes shall be subject to Jurisdiction at courts in Prayagraj.


Assistant Registrar (Purchase)

Read and accepted.

Signature & stamp of Bidder or
Authorized Signatory

Copy to:

- Faculty In Charge Purchase – for kind information
- Indenter- for information and necessary action.