

RK Hall of Residence

Enquiry No. IIT/RK/ENQ-01/A/18-19

Dated: 14.05.2018

OPEN TENDER ENQUIRY

Time & Date for Opening of Bid: 07.06.2018 at 07.00 pm

Last Date and Time of Submission of Technical Bid & Financial Bid : **07.06.2018** by 6.00 pm

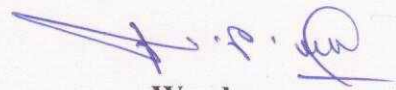
With reference to above mentioned Enquiry We intend to purchase the commodities/works specified below and invite quotations in **containing Part-I (Technical Bid) & Part-II (Financial Bid should be incorporated with separately CGST, SGST & Total Amount)** accordance with the terms and conditions as attached. Manufacturers, Distributors, Bonafied Suppliers and enlisted Suppliers of IIT Kharagpur are requested to send their Printed/Typed offer in *sealed envelope* in precise and complete terms within the time mentioned above. Submit your offer with Tender Enquiry Number and date on the top of cover at **Warden Office, A Block Ground Floor, RK Hall of Residence** IIT Kharagpur. Hand written quotations are not acceptable.

EMD: Rs. 2,285.00 is to be paid in favour of 'IIT Kharagpur' by Demand Draft on any nationalized Bank of India, payable at Kharagpur Branch. Earnest Money will be returned to all unsuccessful bidders after processing the purchase procedure, while it will be returned to the successful bidder after the successfully delivery of materials.

1. The Technical bid must accompany with PAN, GST, updated Trade Licence and Experience of successful delivery of materials worth Rs. 91,392/- or more in a single purchase order OR Rs. 68,544/- or more in two Nos. Purchase Order OR Rs. 45,696/- or more in three Nos. Purchase/ works Order in Govt. Organisation/ PSU's/Autonomous Body to be submitted on or **before 06.00 PM on 07.06.2018**

2. Financial bid is the price bid. The Technical bid, Financial bid & Earnest Money Deposit must be in separate envelope duly sealed and marked as "Technical bid", "Financial bid" & Earnest Money deposit respectively.

Yours faithfully



**Warden
RK Hall of Residence**

**Warden
R. K. Hall of Residence
IIT Kharagpur**

Copy to :

1. HMC website.
2. CW(Maint)
15/5/18
- The Chairman, HMC IIT Kgp -----
 - Notice Board, HMC, Office
 - Notice Board, RK Hall of Residence Office

With a request to upload the
Tender Enquiry in the HMC Website.

Estimated Cost Rs. 1,14,250/ with GST

SL No	Particulars	unit	Unit
1	FILLING LEVELING & DRESSING OF RUGGED LAND WITH SOIL AT BACK SIDE OF BLOCK -A OF RK HALL OF RESIDENCE	Mtr.	52 X 31
	Total		1612 Sqmtr

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1. (a) Rate : The rate quoted must be inclusive of installation charges or free delivery at site terms. The stores are required to be dispatched F.O.R. RK Hall of residence ,IIT Kharagpur by road transport or delivered by hand at the Stores of the **Warden Office, A Block Ground Floor, RK Hall of Residence IIT Kharagpur, - 721 302** under the suppliers own arrangement, free of any charge. The risk of damage or loss in transit, insurance and incidentals etc., will be that of the suppliers. Manufacturer's price list, technical leaflet, samples, catalogue whenever applicable, should invariably be enclosed.
- (b) (i) Excise Duty : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instrument/equipments, for which necessary certificate shall be provided by the Institute, on request.
- (ii) **(Financial Bid should be incorporated with separately CGST, SGST & Total Amount, otherwise not acceptable).**
- (iii) Way Bill: This is issued against consignment note and copy of invoice, in the event the consignment comes from outside the state, and matter seeking entry tax exemption is concerned. does not issue any C or D form.
- (iv) EMD: Earnest Money Deposit be paid by Demand Draft in favour of "**Warden , RK Hall of Residence IIT Kharagpur Kharagpur**", payable at any Nationalised Bank at "Kharagpur". The EMD will be refunded after successful completion and execution of work/supply. The **RK Hall of Residence** reserves right to withhold/confiscate EMD in the event of failure to supply stores in part or full, citing any reason for non-performance, once Purchase Order is accepted.
2. (a) Consignee : All stores are to be consigned in the name of **Warden Office, A Block Ground Floor, RK Hall of Residence IIT, Kharagpur -721 302 (Dist. Paschim Midnapore, West Bengal).**
- (b) Disposal of Dispatch Documents: The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and priced challan in triplicate should be dispatched to the **Warden Office, A Block Ground**

Floor, RK Hall of Residence IIT Kharagpur immediately on completion of dispatch. If these documents do not reach in time all warfage/demurrage incurred, if any, will be recoverable from the suppliers.

3. **Delivery Period:** The stores are required to be delivered/dispatched within the delivery period mentioned in the order (**30 days**). All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilisation advance is payable against the Purchase Order.
4. **Quality & Specification of Stores:** The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the BEE ratings/specifications, ISO-9001/14001 and national and/or international standards. The **RK Hall of Residence** reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
5. **Liquidated Damages:** If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the **RK Hall of Residence** alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, confiscating EMD/Security deposit, while accepting the orders and then failed to execute the order according to stipulations agreed upon.
6. **Submission of Quotation:** All quotations must be forwarded in sealed cover addressed to the Sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry Number and the last date of submission must clearly be superscribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted, the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.
7. **Opening of Quotation:** Every quotation will be opened at the concerned user Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in public or in presence of representative of bidders.
8. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of **30 days** from the date of opening.
9. **Income Tax & Sales Tax Clearance Certificate:** Current Income Tax and VAT/ST/GST clearance certificates or returns must be submitted to the **RK Hall of Residence**, IIT, Kharagpur, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN/Xerox copy of the PAN card is must.
10. **Payment:** Normally payment will be made within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments is being done electronically by e-transfer. for which the supplier must provide their bank account number, name of the bank, branch address, branch code and IFSC code etc.. This shall be submitted now, if not submitted earlier, to open your account code against vendor enlistment.
11. **Rejection of Offers:** The **RK Hall of Residence** reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The **RK Hall of Residence** does not bind itself to accept the lowest offer.
12. **Dispute:** In case of dispute, the matter shall be settled mutually, failing which the decision of the Warden Office of **RK Hall of Residence**, IIT Kharagpur shall be final and binding on the bidders.