

**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
TENDER NOTICE**

(Ref. No. IIT/HMC/Enq/MRB/2022/01

Date :2nd, August, 2022

Subject : Supply of Medical Record Book for Students

Sealed quotations are invited for the supply of 2200 nos. Medical Record Book with 75 GSM inside paper and semi soft cover with plastic packet (sample is available in Hall Management Centre Office) complete in all respect, as per standard terms and conditions of the Hall Management Centre, IIT Kharagpur.

In the event you are interested, and able to supply within 10 days from the date of receipt of Purchase Order, please send your offer within the specified date / time, for the item mentioned as above offering institutional discount, as applicable. Conditional offer will not be accepted.

The **Last date for submission of sealed quotation along with sample copy is 23.08.2022 by 5:00 pm.** at the office of the Chairman, Hall Management Centre, IIT Kharagpur. The sealed quotations will be opened on **23.08.2022 at 6:00 pm in the Office of Hall Management Centre**, in the presence of the tenderers or their authorized representatives, who may choose to attend with an authorization letter.

Yours faithfully

Dantra Lalra
Chairman 02.08.22

To

1. M/s. Active Traders, Golbazar, Kharagpur, Pin - 721301
2. M/s. Shyama Printing Work, Prembazar, Hijli, Kharagpur - 721306
3. M/s. Quest Printers, Prembazar, Hijli, Kharagpur, Midnapore - 721306
4. M/s. Jaijukta Enterprise, P.O. Inda, Kharagpur - 721305
5. M/s. Satishree Press, North Inda, P.O. Inda, Kharagpur, Dist. West Medinipur
6. Bharat Book Binding, Gopalpur, Indas, Bankura - 722205
7. DSEnterprises, State Hospital Road, Near Kali Mandir & Samanto Gali- 721301
8. Dinesh Art, Golbazar Near BNR Garden, Kharagpur - 721301.
9. Chitrayan Printers, Tulsi Complex, Kharida Bazar, Kharagpur - 721301.
10. Sharma Printing Binding Works, Malincha Road, Kharagpur - 721301.

Copy to : Notice Board, HMC Office.
: HMC Website
: Warden, all Halls of Residence

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES.

1 (a) Rate : The rate quoted must be inclusive of Excise duty, packing & forwarding charges, GST, Freight charges and Insurance charges. All the charges like Excise Duty, Packing & Forwarding , GST, Freight, Insurance, Handling charges etc., as applicable must be shown separately. The store are required to be dispatched by passenger train F.O.R. Kharagpur or by Road Transport or delivered at the Hall Management Centre, IIT under the suppliers own arrangement, free of additional charges. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalogue whenever applicable, should invariably be submitted.

1 (b) (i) Excise Duty : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instruments/equipments, for which necessary certificate shall be provided by the Institute on request.

(ii) Way Bill : This is issued only against Consignment Note and a copy of Invoice , Hall Management Centre, IIT does not issue any C or D form.

2 (a) Consignee : All stores are to be consigned in the name of the Chairman, Hall Management Centre, IIT Kharagpur (West Bengal, PIN – 721302).

2 (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 Chairman, Hall Management Centre, IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Chairman , Hall Management Centre, IIT Kharagpur in time all warfare/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. 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 mobilization 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 National/International specification. The Hall Management Centre 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 HMC 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 HMC alternatively, to arrange procurement of the required stores from any other source at the risk and expenses of the firm which accepted 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 No. and the last date of submission must clearly be super scribed 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. The tendered may quote for any or all the items listed in the Annexure.

7. Opening of Quotation: Every quotation will be opened at the Hall Management Centre at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in the 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 90 days from the date of opening.

9. Payment : Payment will be made after successful supply within 30 days from the date of receipt of bill & installation of the stores in good order and condition. Payment will however be made by a crossed account payee cheque.

10. Rejection of offers: The Hall Management Centre reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The HMC does not bind itself to accept the lowest offer.

11. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Chairman, Hall Management Centre shall be final and binding on the bidders.

Datta Saha