

Department of Electrical Engineering

Nov 22, 2012

Notice inviting quotations

Quotations are hereby invited from vendors for the supply of the following products:

	Item	Expected Order Qty	Remarks
1	Plastic Optical Fiber Core/Cladding Material: Plastic/PMMA Core/Cladding Diameter: 1mm Temperature Rating: -55°C to 70°C Number of Fibres: 1 Loss Increment with Repeated Bending: <-1dB	5 – 10 km	
2	Optical Fiber Cutter For Fibre Type: Unjacketed Diameter: 1mm	1	

Note:

1. All vendors may please submit the quote within 7 days of the public display of this Notice Inviting Quotations (quotes may be signed, scanned and sent by email only if they are proprietary products costing less than Rs.1 lakh)

Quotations can be posted to:

Prof. Subrat Kar

[Attn: Vijay Rao / 011-26597257]

**Block 2A-114, Bharti School of Telecom,
IIT Delhi, Hauz Khas, New Delhi 110016
India**

2. The following documents should be enclosed with the quotation:
 1. Suppliers should be either manufacturer or authorized dealer of the said equipment **and, in the case of import orders, should submit the proof for the same (Enlistment Certificate with the Department of Expenditure, Ministry of Finance, GoI – see <http://dgsnd.gov.in>)**.

Also, the suppliers should state whether they are a Proprietary Firm, Partnership Firm or a Private/Public Limited Company and furnish the proof for the same.

2. The names of the organizations and Department to which similar equipment have supplied.

3. VAT Registration No. & TIN

4. Technical specifications offered by the Supplier.

5. Technical compliance table

6. Proprietary certificate, if any: where the products are proprietary and quoted by the Principals/Manufacturers, a Proprietary Certificate must be attached (on the letterhead of the Principals / Manufacturers) in the format given at <http://web.iitd.ac.in/~subrat/ProprietaryCertificate.doc>

3. All quotes should be in the two-envelop bid system. The supplier shall submit the tender(quotations) in two envelopes.

The first envelope (Technical Bid) shall contain all the documents referred to in Item 2 **above** and be sealed.

The second envelope (Commercial Bid) shall contain the **Schedule**, in which the supplier shall register the cost / rates of supply. The second envelope shall also, likewise, be sealed. Both the envelopes then should be put together, and be sealed in an envelope. The Technical Bid shall be opened first to ensure that supplier have submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the commercial bids in respect of such tenders shall not be opened. The date and time of opening the financial/commercial bids shall be decided after opening all the Technical bids.

4. Quotations sent by mail should be superscribed as "Quotation for Plastic Optical Fiber and/or Optical Fiber Cutter/ Subrat Kar: <Vendor Name>" - emailed quotes must have this in the Subject line

5. Quoted prices must be US Dollars / Euro / INR only

For quotes in Foreign Currencies, the following terms specially apply:

1. All Bank Charges payable in India are to Buyer's (opener's) Account and bank charges's in seller's country are to seller's (beneficiary's) account.
2. All bank charges outside India including confirmation charges if any have to be borne by beneficiary (applicable for International firms)

6. Delivery schedule must be stated explicitly.

7. IIT Delhi reserves the right to make any changes in the purchase requirements / quantities.

8. Costs are to be quoted FOB (Freight-On-Board) **and** CIF(Cost-Insured-Freight), New Delhi. The tax component of the prices quoted, if applicable, are to be quoted separately.

The freight payment and customs clearance will be done by IIT Delhi through its Authorized Customs

handling Agent.

(<http://www.prakashfirt.com/contact.html>) M/s
PRAKASH FREIGHT MOVERS LTD. HEAD
OFFICE - DELHI, C-130, First Floor, Naraina
Industrial Area, Phase - 1, New Delhi - 110 028
Phones : +(91)-(11)- 42228222 (20Lines), 011-
25897161-7166 Fax : +(91)- (11)-25897167

IIT Delhi has its own clearing agent to clear the
consignment from New Delhi customs at special
prices. These special customs duties are levied only
on those items which are imported against a
Purchase Order from HT Delhi. **They do not apply
to items in bonded warehouses or to "high-seas"
sales.**

9. **The typical mode of payment is 100% against
invoice after complete delivery.** Part delivery and
part / phased payments are not admissible.

10. Any other terms of payment need special
clearance and may incur additional delays. For
payments in foreign currencies:

1. **For large payments in foreign currencies,**
payments can be made by Irrevocable L/C.

2. **For small value purchases in foreign
currencies,** payments can be made

1. Wire Transfer (please state Wire Transfer
charges if any along with Bank details)

2. by US Dollar Draft payable to the
foreign firm.

Advance Dollar Draft : If this payment
is to be received by their Indian agents, a
letter of authority must be obtained from
the foreign principals authorizing the
India agent to receive the payment on
their behalf. Payments; are sent by
registered courier (Speed Post within
India) within a week of satisfactory
delivery and submission of invoice.

3. For any other mode of receiving payment,
special clearances and letters of authority
will have to be submitted:

11. **If the items quoted for are proprietary in nature,
please include a proprietary certificate stating
that "The items quoted for are proprietary in
nature and are manufactured solely by <...>".**

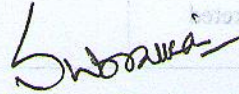
12. If the quote is being submitted by the
representative of the Principals / manufacturers
themselves, a valid Agencyship / Dealership
certificate authorizing the agent to quote to IIT
Delhi on behalf of the principals should be
enclosed.

✓ **IMPORTANT ! A copy of the order enlisting**

**the Indian Agent with the Department of
Expenditure, Ministry of Finance, Govt of India
should be enclosed** – this is a mandatory
requirement to prevent audit objections by
Government Auditors.

Please see DGS&D website <http://dgsnd.gov.in> for
rules regarding Compulsory Enlistment of Indian
Agent of Foreign Suppliers.

13. If the order is to be placed on any entity other than
the authorized agent or their principals, the
necessary certificate of authority clarifying the
relationship of the third party with the principals
and/or the agents should be provided.
14. IIT Delhi reserves the right to accept / reject any or
/ all quotations without assigning any reason.
15. Please clearly mention terms for comprehensive
warranty / training / installation etc.



Chairman, Purchase Committee

Name: Prof. Subrat Kar

Date: 22nd November, 2012

Place: IIT Delhi, New Delhi, India