

Electrical Engineering Department
INDIAN INSTITUTE OF TECHNOLOGY, DELHI

JULY 9, 2012

Notice inviting quotations

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

1. ESD Workbench of SIZE 4X2.5X7 (Feet)
Specifications:
Built in ESD Grounding
Foot-Rest
Bin Rail
Pin Board
Over head light
Table Light (Swirl) with magnifier
1 x Instrument shelf
15 Amp x 2Nos and 5 Amp x 5Nos AC sockets on the table
2. ESD Stool
Specifications:
Adjustable Height (44-60)(cm)
Small Back Rest
Foot Ring
3. Soldering station with de-soldering electronic pump mechanism
4. SMD rework station with hot air mechanism
5. Instrument Trolley with 3 shells (18inch X 2 ft x 4 feet [LxBxH])
6. Panda Shelving System
Shelving unit : ASU8
48 bins of size: PSB-403

ONE YEARS MANDATORY WARRANTY.

Note:

1. All vendors may please submit the quote within 07 days of the public display of this Notice Inviting Quotations (quotes may be signed, scanned and sent by email if they are proprietary products).

TWO-SEALED-ENVELOPE BIDS SYSTEM IN ONE SEALED ENVELOPE WILL BE FOLLOWED for bid evaluation.

2. Quotations can be posted to:
Prof.Subrat Kar (Attn: Mr. Suresh)
Block 2A-114, Bharti School of Telecom,IIT Delhi, Hauz Khas, New Delhi 110016 India.

All clarifications – please contact Mr. Suresh, Tel +91-26596226

3. Quotations sent by mail should be superscribed as "ESD Workbench quotation: <Vendor Name>" - quotes must have this in the superscribed.
4. Quoted prices must be US Dollars / Euro / INR only.
5. Delivery schedule must be stated explicitly.
6. Where the products are proprietary and quoted by the Principals/manufacturers, a Proprietary Certificate must be attached in the format given at <http://web.iitd.ac.in/~subrat/ProprietaryCertificate.rtf>
7. IIT Delhi reserves the right to make any changes in the purchase requirements / quantities.
8. Costs are to be quoted FOB (with shipping & handling costs quoted at extra) and CIF, New Delhi. The tax component of the prices quoted, if applicable, are to be quoted separately.
9. Items may be sent to Delhi through any international freight forwarder like MMI Freight. 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.**
10. The **typical mode of payment is 100% against invoice after complete delivery.** Part delivery and part / phased payments are not admissible.
11. Any other terms of payment need special clearance and 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)

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:

12. **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 <...>".**

13. **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.**

14. 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.

15. IIT Delhi reserves the right to accept / reject any or / all quotations without assigning any reason.

16. Please clearly mention terms for comprehensive warranty / training / installation etc.



Subrat Kar
Chairman, Purchase Committee

To: The Webmaster, IIT Delhi