

Department of Electrical Engineering

**Sep 05, 2011**

Notice inviting quotations

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

Item	Expected order qty <sup>1</sup>	Remarks
1. Supreme DIVA Monoblock Chairs	30 nos.  (Green / Red color)	

*The chairs will be purchased against a buy-back of existing chairs. Please include a buy-back value in your quote which will be offset against the quoted price. Buy-back items may be inspected in Room II-320 / Tel 011-26596226 by calling Mr.Suresh Kumar on any working day.*

Note:

1. All vendors may please submit the quote within 7 days of the public display of this Notice Inviting Quotations:

Quotations can be posted to:

Prof.Subrat Kar (Attn: Suresh Kumar/ Room II-320)  
Block 2A-112, 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, Gol**  
– 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-envelope 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 Supreme Diva chairs : <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.
  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. Please see the list of Freight Forwarders at [web.iitd.ac.in/~subrat/list-of-freight-forwarders-for-iit-delhi.PDF](http://web.iitd.ac.in/~subrat/list-of-freight-forwarders-for-iit-delhi.PDF) .**
  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 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:

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.

✓ **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.

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.

Chairman, Purchase Committee

Name: Subrat Kar

Date: 05 Sep 2011

Place: IIT Delhi, New Delhi, India

1Order quantities are only indicative - IIT Delhi reserves the right to change order quantities.