

**GATE Office**  
**Indian Institute of Technology**  
Hauz Khas, New Delhi-110 016

**NOTICE INVITING QUOTATIONS**

Dated :04-Nov-2016

Tender No:

Subject : **Purchase of Polycarbonate Cabin Luggage.**

Indian Institute of Technology Delhi invites sealed tender offers in two bid format (both Technical bid and Commercial bid should be in separate sealed covers) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for **supply of above items** as per terms & conditions specified in the tender document.

The sealed quotation along with one sample each should reach to Chairman, GATE office, Block-I, IIT Delhi, Hauz Khas, New Delhi – 110016 latest by **5:00 P.M. on 21<sup>st</sup> November, 2016**. Samples of technically non-qualified bidders will be returned within one month from the closing date of the tender receiving.

**TECHNICAL SPECIFICATION:**

srl	Technical Specifications (bidders should submit one sample for inspection on returnable basis)	Quantity
1	<b>Polycarbonate Cabin Luggage</b> Size (cm) : Total dimensions (height+length+width) between 118-120 cms Outer Material : Polycarbonate Trolley Type : Four wheel Trolley Model Type : Brand name VIP/Aristrocrate/Samsonite /American Tourister/Safari/Sky Bag <b>Warranty Period : Minimum One year</b>	375 pcs.

**Last date of submission of the bids till 5.00PM on 21<sup>st</sup> November, 2016.**



## Terms & Conditions

Srl.	Specification
1.	<b>Due date:</b> The tender has to be submitted before the due date. The offers received after the due date and time will not be considered.
2.	<b>Preparation of Bids:</b> The offer/ bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. The Technical bid and the financial bid should be put in separate covers and sealed. Both the sealed covers should be put into a bigger cover and to be sealed. The tender number and details should be superscripted on the left side of the outer cover. The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to Chairman, GATE <b>Indian Institute of Technology, Hauz Khas, New Delhi - 110016</b> ” so as to reach on or before the due date.
3.	<b>Delivery of the tender:</b> The tender shall be sent to the above mentioned addressee before the due date specified in our Schedule.
4.	<b>Tender Evaluation:</b> The offer/ bid will be opened by a committee duly constituted for this purpose. The technical bid will be opened first and the samples provided by the bidders will be examined by a technical committee which will decide the suitability as per our specification and requirement. The decision of the committee cannot be questioned. The financial offer/ bid will be opened only for the offer/ bid which technically meets all our requirements as per the specification. Samples provided by the non-qualified bidders will be returned.
5.	<b>Acceptance/ Rejection of bids:</b> The Committee reserves the right to reject any or all offers without assigning any reason.
6.	<b>Pre-qualification criteria:</b> (i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. (ii) OEM should be internationally reputed Branded Company. (iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. (v) Bidders should submit one sample product for inspection (on returnable basis).
7.	<b>Delayed delivery:</b> If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.
8.	<b>Prices:</b> The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes & duties shall be clearly indicated. The price should be quoted without custom duty and excise duty, since IIT Delhi is exempted from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand. Refer to Para-15.
9.	<b>Applicable Law:</b> The place of jurisdiction would be New Delhi (Delhi) INDIA.
10.	<b>Delivery Schedule:</b> The tenderer should indicate clearly the time required for delivery of the item. In case there is any deviation in the delivery schedule, liquidated damages clause

will be enforced or penalty for the delayed supply period will be levied.

**11. Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, VAT in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, no certificate will be issued to third party:

- a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists)
- b) Forwarder details i.e. Name, Contact No., etc.

IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information are required.

- a. Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable
- b. Supply Order Copy
- c. Proforma-Invoice Copy.

**12. Defective Equipment:** If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Tenderer with 18% interest if such payments for such equipment have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. In case supplier fails to replace above item as per above terms & conditions, IIT Delhi may consider "Banning" the supplier.

**13. Conditional tenders will not be accepted.**

**14. Compliancy certificate:** This certificate must be provided indicating conformity to the technical specifications.

**15. Acknowledgement:**

15. a) For indigenous items rates should be as per following format –

SI. No.	Descriptions of Item & Specification	Qty. in Units	Units Price in Rs.	Excise Duty %	CST/VAT %	Octroi %	Total Price in Rs.

15. b) For Import items rates should be as per following format-

SI. No.	Currency	Description of Item & Specification	Qty. in Units	Unit Price (a)	Agency Commission (b)	Discount (c)	Ex-works Price (d) = (a+b-c)	Packing +Handing+ Doc+ Inland Freight (e)	FOB Price (f=d+e)	Insurance+ Freight (g)	CIF Price (h) = (f+g)

**ANNEXURE-II**

Sub. : Compliance Report against supply of .....

srl	Details	Yes/ No
1.	We have gone through the terms & conditions of the tender document and the technical specification given below and our sample product meets the requirement: <b>Polycarbonate Cabin Luggage</b> Size (cm) : Total dimensions (height+length+width) between 118-120 cms Outer Material : Polycarbonate Trolley Type : Four wheel Trolley Model Type : Brand name VIP/Aristrocrate/Samsonite /American Tourister/Safari/Sky Bag <b>Warranty Period : Minimum One year</b>	
2.	Our organization or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes.	
3.	The quoted price is valid for 6 months from the last date of submission	
4.	VAT & TIN number copy attached	
5.	Service Tax & Sales Tax Registration Certificate attached	
6.	A detailed list showing number of items supplied by our company in last six months to various Government Organizations/ Institutions/ IITs / NITs with their full address, name of the contact person, fax number, mobile number, telephone Nos. and E-mail identity is placed below (if any):  _____ Name of the organization                      Email address              Contact No  _____	

(Signature of authorized person)

Name : \_\_\_\_\_

Seal of the company

Date \_\_\_\_\_

**DECLARATION**

1. I, \_\_\_\_\_ hereby certify, that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.
2. I, further certify, that I am the duly authorized representative of the under mentioned tenderer.
3. I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.
4. I, further specifically certify, that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
Name of proprietor/Director of Company/Firm/Agency	
Full Address of Office with Telephone No. and FAX	
E-Mail	
PAN No. (Attach attested copy)	
Service Tax & Sales Tax Registration No. (Attach attested copy)	
Contact Person Name	
Mobile Number	

(Signature of authorized person)  
Name : \_\_\_\_\_  
Seal of the company