



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
TIRUCHIRAPPALLI**  
(An Institute of National Importance under MHRD, Govt. of India)  
**NIT CAMPUS, TIRUCHIRAPPALLI -15**

**Mail id:** [dean-iiits@nitt.edu](mailto:dean-iiits@nitt.edu)

**Contact No.:** 0431-2500539,2500439

**Web :** [www.nitt.edu/home/iiits](http://www.nitt.edu/home/iiits)

## **CALL FOR QUOTATIONS**

### **SUPPLY, INSTALLATION AND COMMISSIONING OF AIR CONDITIONERS**

**Ref.: IIITT/P&D 003/Air Conditioner/325/2018-19 Dated 26/11/2018**

The Indian Institute of Information Technology, Tiruchirappalli (IIITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in research activities. It is proposed to procure components for the departmental academic/research activities. Sealed Quotations are invited for Air Conditioner subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time. **The quotations will be opened on the same day in the presence of bidders or their authorized agents who may choose to be present.**

**Quotation Notification No.: IIITT/P&D 003/Air Conditioner/325/2018-19 Dt 26/11/2018**

Name of the Work : **Supply, Installation and Commissioning of Split Type Air Conditioners**

Quantity required : **10 Nos**

EMD Amount : **2% of the Cost of Estimate (By DD in favour of “Mentor Director, IIT Srirangam”)**

Cost of quotation document : **Rs.150/-**

Mode of Payment of document cost: **By DD (In favour of “Mentor Director, IIT Srirangam”)**

Delivery, Installation & Commissioning : **Within 4 weeks from the date of placing the purchase order**

Last date for submission of quotation: **~~14/03/2019 up to 2.00 p.m.~~ Extended upto 25.03.2019 at 2.00p.m.**

Address for submission of quotation: **Mentor Director, IIITT  
Kind Attention to: Dr. N. Kumaresan, Dean  
Indian Institute of Information Technology  
NIT Campus, Tiruchirappalli - 620015  
Tamil Nadu, India**

Date and time of opening of quotation: **25.03.2019 at 3.00p.m.**

Place of opening the quotation : **Admin Office, IIITT (NIT Campus)**

1. This document contains the following:
  - a) Section -1 Terms and conditions of the Quotation & Details of the Firm offering this Quote
  - b) Section -2 Scope of Work, Schedule of Requirements [Technical Specifications] and Allied Details
  - c) Section-3 Price Schedule
  - d) Section-4 Contract Form
  - e) IIITT's check list copy
2. The bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents: Section 1 -Terms and conditions of the Quotation & Details of the Firm offering this quote. Section-2 Scope of work, Schedule of requirements [Technical Specifications] and Allied details, Section-3 Price Schedule, Section-4 Contract Form. At the time of filling **"All the documents"** make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify **"NOT QUOTING"**.
6. **Do not use** ambiguous terms like **"yes"**, **"complied"** or **"available"**. Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
7. Please send the quotes in a sealed envelope super scribed as **"QUOTATIONS AGAINST QUOTATION NOTIFICATION NO: IIITT/P&D 003/Air Conditioner/325/2018-19 dated 26/11/2018 Item Name: Split type Air Conditioner"** so as to reach "The Mentor Director (IIITT), Attn: The Dean (IIITT), NIT Campus, Tiruchirappalli 620015, Tamilnadu, India" on or before **14/03/2019 up to 2.00 p.m.** Extended upto 25.03.2019 at 2.00p.m. along with a Softcopy of the Technical Compliance form and Quotation Forms in MS-Word or MS-Excel file format in a CD/DVD.

8. For any further clarifications, contact by E-Mail: dean-iiits@nitt.edu or by written request to “The Dean (IIITT), NIT Campus, Tiruchirappalli 620015, Tamil Nadu, India”

**Last Date for receipt of Quotation at IIITT** : ~~14/03/2019 up to 2.00 p.m.~~  
Extended upto 25.03.2019 at 2.00p.m.

**Opening Date for Quotation** : 25/03/2019 at 3.00 p.m.

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Duly filled & signed Terms and conditions of the Quotation & Details of the Firm offering this Quote, Declaration	YES / NO
2. Duly Filled & signed forms of Schedule of requirements[Technical Specifications] and Allied Details	YES / NO
3. Duly Filled in signed Price Schedule	YES / NO
4. Duly Filled in signed Contract Form	YES / NO
5. Other technical specifications & pamphlets	YES / NO

## Section 1. **“TERMS AND CONDITIONS FORM”**

---

### **IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

---

1. The offers should be addressed to “Mentor Director (IIITT), Kind Attention to: Dr. N. Kumaresan, Dean -IIITT, NIT Campus, Tiruchirappalli-620015, Tamil Nadu, India”, and should be sent in a sealed envelope super scribed **“QUOTATIONS AGAINST NOTIFICATION No. : IIITT/P&D 003/Air Conditioner/325/2018-19 Dt 26/11/2018 Item Name: Split Type Air Conditioner”** so as to reach us **on or before 14/03/2019 up to 2.00 p.m. Extended upto 25.03.2019 at 2.00p.m.**
2. Each offer should be sent in a sealed cover with the Quotation documents. Quotations received through email or FAX will not be considered. **Softcopy of the Technical Compliance form and Quotation Forms should be submitted along with the Quotation in MS-Word or MS-Excel file format in a CD/DVD. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.**
3. The Quotations will be opened on **25/03/2019 at 3.00 p.m. (Venue: Admin office. IIITT (NIT Campus)** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the Quotation opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the Quotations. **Offers without proper technical specifications will be rejected.**
5. The rate quoted should be on unit basis (excluding GST and other charges). GST and other charges should be quoted separately, considering exemptions if any.
6. All offers should indicate the GST applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by IIITT.
7. GST and other duties will be paid by IIITT as applicable from time to time.
8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. The Customs Duty and other duties should be clearly mentioned in the price schedule (Section 3).
9. **No advance payment will be made.**
10. No revision of the price in the quotation will be allowed once the quotations are opened. In case of foreign currency, the agency should mention the % of currency fluctuations they can bear.

11. No increase in price will be allowed after our firm orders are placed.
12. **Payment of GST (on ultimate products)** as applicable on the closing date of Quotation will be to the supplier's / contractor's account. Any statutory variation (both plus and minus) in the rate of excise GST after closing date of Quotation/revised price bid but before the expiry of the contractual delivery / completion period will be to the account of the office.

The bidder(s) will indicate, in their bid, the amount with exact rate of the Excise and Sales GST on ultimate finished product, as applicable at Quotationing stage, separately in the bid. In case the above information subsequently is proved wrong, incorrect or misleading (a) this Institute will have no liability to reimburse the excess in the difference in rates of the item under which GST assessed finally (b) this Institute will have the right to recover the difference in case the rate of GST finally assessed is on the lower side.

Any increase in excise GST during extended period of the contract / supply order will be to supplier's / contractor's account where such extension in delivery of the materials/completion of the project was on the request of supplier / contractor. However, any decrease in excise GST during extended period of the contract / supply order, will be to the account of this Institute.

13. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
14. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter from the OEM should accompany your quote for each product quoted; otherwise it may lead to rejection.
15. The delivery period and other terms should be clearly mentioned.
16. Eligibility: Quotation from registered firms/companies / manufacturers under TNGST/CST / other statutory bodies alone be considered. Any Manufacturer / Supplier / Dealer who has been declared ineligible by World Bank/Government of India/Leading Technical Institutions funded by Govt. of India shall not be eligible to participate in this bid. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification. List of beneficiaries especially from Educational Institutions / R & D Institutions should also be enclosed with the quotations.

17. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.
18. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award.  
  
Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
19. Delay / loss in postal transit or due to other reasons will not be IIITT's responsibility.
20. We are not responsible for accidental opening of the covers that are not properly super scribed and sealed before the time scheduled for opening.
21. The Quotation should be made only on the formats given in this Quotation Sections which are available in our website, otherwise it shall lead to rejection. The technical details & prices should be filled as the formats given in this Quotation and to be filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
22. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
23. The manufacturers of the quoted make of the product must be of national / international reputé and having ISO certificate.
24. **Payment Terms:** 95% of payment after the successful Installation and commissioning of Ordered Equipments. Balance 5% of payment will be made at the end of one year and on certification for satisfactory performance by the Dean, IIITT.
25. **Liquidated damages:** If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, IIITT shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached IIITT may proceed on its own to consider the termination / cancellation of the order.

26. **Five Years Comprehensive On-Site Warranty Support for Active Components:** Preventive Maintenance should be performed twice every year during the first week of January and July during the entire 3 year on-site comprehensive warranty period. The downtime should be less than 24 hours. If the downtime exceeds 48 hours at a stretch, then the duration of such downtime will be added to the warranty period and the warranty extended accordingly. The warranty start and end date will be counted from the date of installation and not from the date of shipment / billing. “Comprehensive on-site warranty with on-site support and service for both Parts and Labour” means that your engineer should visit the site / location where the problem is reported, then troubleshoot & identify the problem and replace the faulty part. IIITT will not provide or do any troubleshooting at our end.
27. The vendors are informed that they (bidder, OEM & IIITT) should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions. The EMD will be returned to the supplier after the successful completion of supply and installation.
28. Failure to comply with all the terms and conditions mentioned herein would result in the Quotation being summarily rejected.
29. Vendors are informed that the price bids of the firms, which are technically qualified, only, would be compared to determine L1 bidder.
30. The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification.
31. IIITT reserves the right to modify or alter the specifications after short listing of quotations.
32. IIITT reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
33. IIITT reserves the right to reject any or all the quotations without assigning any reasons whatsoever.
34. IIITT reserves the right to increase / decrease the number of quantities of the items to be purchased
35. The agencies should submit their rates as per the format given in Section 3. All the pages of the bid should be signed affixing the seal. Avoid corrections and overwriting. All corrections and overwriting should be initialed.



36. The quotation will be acceptable only from the manufacturers or their authorized suppliers.
37. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional Quotation will be rejected.
38. Details of quantity and the specifications are mentioned in quotation.
39. The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.
40. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
41. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
42. **OEM developed NMS should be supplied along with the switches at free of cost. Details of the NMS along with its features should be enclosed along with the technical bid. During warranty period, any new versions/ up gradation on NMS should be upgraded without any additional cost. Third party NMS or Open source NMS will not be accepted. Server Hardware and OS will be provided by IITTT for NMS and other modules installation.**
43. The OEM/Vendor should provide, at no additional cost, upgraded versions of the OS/firmware for all the switches, as and when released during the entire warranty period.

\*\*\*\*\*

**Release of EMD:**

The EMD shall be released to all bidders except successful bidder (L1).

**Validity of bids:**

The rate quoted should be valid for a minimum of six months. No claim for escalation of rate will be considered after opening the Quotation.

**Imports:**

In case, goods are to be imported, the Indian agent should furnish authorization certificate by the principles abroad for submission of the bid in response to this Notice Inviting Quotation.

**Clarification of Quotation Document:**

A prospective bidder requiring any clarification of the Quotation document may communicate to the contact person given in this notice inviting Quotation.

**Amendment of Quotation document:**

At any time prior to the last date of receipt of quotes, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Quotation document by an amendment.

***The Institute may at its own discretion extend the last date for the receipt of bids.***

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Institute Purchase Committee is final in all matters of Quotation and purchase.

The bidder should give the following declaration while submitting the Quotation.

**ACCEPTANCE**

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE VENDOR:**

**ADDRESS :**

**SIGNATURE OF THE BIDDER**

**SEAL OF THE FIRM**

**“DETAILS OF THE FIRM OFFERING THIS QUOTE”**

**(Write or print or type in block letters and please answer all the questions)**

1. Name of the firm?

2. Date of incorporation?

3. Nature of the company-Government/Public/Private Company/Partnership/Proprietorship:

4. Specify the number of years in this line of activity by the Company ∴

5. Quantity of sales in the last three years for the “Air Conditioner” (same model that you have quoted)?

2015-2016	2016-2017	2017-2018
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turnover in the last three years (Figures should be in Indian Rupees in Lakhs):

2015-2016	2016-2017	2017-2018
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

8. A) Number of service engineers in the above location trained on the product quoted along with their educational qualification, certification and designation (applicable only for instruments) and B) Assured response time for service calls in hours:

A)

B)

9. What would be the delivery period in days from the date we place an official purchase order?

10. Enclose the list of customers to whom you have supplied “**Air Conditioner**” during the last 3 years ending 31/01/2019 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the installed “**Air Conditioner**” from the minimum three end users should be furnished.

--

11. Are you the authorized dealer or distributor or reseller for the products quoted?

--

12. The bidders should enclose the three years of balance sheets and IT Returns

13. On Manufacturer’s Side to whom IIIT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller:

Contact Person Name:
Address:
E-mail ID:
Telephone / Cell Phone:

**DECLARATION**

I/we have not tampered/modified the Quotation forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our Quotation will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with IIIT, Tiruchirappalli and /or prosecuted.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....

.....

.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**

## SECTION : 2 SCOPE OF WORK, SCHEDULE OF REQUIREMENTS [TECHNICAL SPECIFICATIONS] AND ALLIED DETAILS

---

Scope of Work	: Supply & Installation of Air Conditioner
Specifications	: Please See Section-2 : Annexure A1 Five Years Comprehensive on-site Warranty
Warranty period required	:
Delivery schedule & Completion of installation expected after release of purchase order (in weeks)	: Within 4 weeks from the date of receipt of Purchase order by post or purchase order scanned copy through mail whichever is earlier.
EMD (in Rupees)	: Rs.2% of the Estimated cost
Performance Security to be given by Successful bidder after release of purchase order (in Rupees)	: NIL

All switches and modules are single mode only



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
TIRUCHIRAPPALLI**  
(An Institute of National Importance under MHRD, Govt. of India)  
**NIT CAMPUS, TIRUCHIRAPPALLI -15**

Mail id: [dean-iiits@nitt.edu](mailto:dean-iiits@nitt.edu)

Contact No.: 0431-2500539,2500439

**SECTION: 2 ANNEXURE - A1 [Technical Specifications and other details requirement]**

[To be used by the bidder for submission of the bid]

**FIRM'S NAME & ADDRESS:**

**FIRM'S REF:**

**DATE:**

**2 Ton Split (Non Inverter Type) Air Conditioner – 10 Nos (including Stabilizer)**

SI #	IIIT's specifications	Firm's Matching Specifications
01.	<p>Supply, Installation, Testing, Commissioning and service support (warranty) of 2 TR split wall mounted cordless remote Air conditioners of 3 <b>star – BEE-2018 (Non inverter type)</b> rating with single evaporator and single compressor. Both coils (condenser &amp; evaporator) should be 100% in pure <b>copper</b> material. Suitable for operation on single phase 230 volts- 50 Hz Ac supply, including Supply and installation of the above units with refrigerant copper tubing of 4 mtrs. along with connecting cable of 4 mtrs. (in between evaporator and condensing unit) and installation of 20 mm HDPE PVC drain pipe of 3 mtrs. Length. Supply of necessary refrigerant, polyform pipe section insulation etc. and also supply, and installation of powder coated <b>MS stand</b> for outdoor condensing units. Necessary opening on the wall may be done for drawing copper tubing and cabling finishing with cement plaster etc. Proper warranty certificate to be produced after installation.</p> <p><b>Colour:</b> white</p> <p><b>Cooling capacity:</b> 6000 kcal/hr</p> <p><b>Star rating:</b> 3 Star *** (BEE- 2018)</p> <p><b>Air circulation:</b> Above 800 m<sup>3</sup>/Hr / Noise level ≤45</p> <p><b>Refrigerant:</b> Any Echo Friendly Gas</p> <p><b>Operating voltage:</b> 230 V –AC /50hz</p> <p><b>Compressor:</b> Rotary/scroll</p> <p><b>General warranty:</b> One year</p> <p><b>Warranty for Compressor:</b> 5 Years</p> <p><b>Condenser and cooling coil:</b> copper</p> <p><b>Auto Air swing:</b> 4way</p> <p>LED display in indoor unit</p> <p><b>Make:</b> VOLTAS/BLUE STAR/CARRIER/ONIDA/LG</p>	

.....Continued

02.	<p><b>Supply and installation of 4 KVA stabilizers for 2 TR split AC unit of a standard make with suitable wall mount option.</b></p> <p><b>Make:</b> V-Guard – VG 400 Model or Equivalent</p> <p><b>Operating voltage:</b> 170V-270V</p> <p><b>Current rating:</b> 12A</p> <p><b>Time delay:</b> ITDS 3 Min <math>\pm</math> 20 sec</p> <p><b>Warranty:</b> 5 years</p> <p>Warranty certificate to be produced after installation.</p>	
03.	<p style="text-align: center;"><b><u>For additional copper tubes</u></b></p> <p>Supply and laying of additional copper tubing, size 1/2" + 1/4" diameter for suction and liquid line with polyform pipe section insulation, proper drainage, 3 core 2.5 Sq.mm copper flexible cable, GI spacers, screws, rowel plugs as per site requirements if necessary. (<u>rate per meter</u>)</p>	
04.	Installation and Commissioning is to be done by the supplier	
<b>Required Quantity: 10 Numbers</b>		





**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
TIRUCHIRAPPALLI**

(An Institute of National Importance under MHRD, Govt. of India)  
**NIT CAMPUS, TIRUCHIRAPPALLI -15**

**Mail id:** [dean-iiits@nitt.edu](mailto:dean-iiits@nitt.edu)

**Contact No.:** 0431-2500539,2500439

**SECTION : 3 PRICE SCHEDULE**

[ To be used by the bidder for submission of the bid ]

1. Component Name :
2. Specifications (confirming to Section :  
3 of Quotation document-enclose  
additional sheets if necessary)
3. Currency and Unit Price :
4. Quantity :
5. Item cost :
6. GST and other charges
  - (i) Specify the GST and duties :  
in percentages and also in  
figures
  - (ii) Specify other charges in :  
figures
7. Warranty period (conforming to the :  
Section 2 of Quotation document).
8. Delivery Schedule (conforming to :  
the Section 2 of Quotation  
document)
9. Name and address of the firm for :  
placing purchase order

10. Name and address of Indian :  
authorized agent (in case of imports  
only)

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....

.....

.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
TIRUCHIRAPPALLI**  
(An Institute of National Importance under MHRD, Govt. of India)  
**NIT CAMPUS, TIRUCHIRAPPALLI -15**

**Mail id:** [dean-iiits@nitt.edu](mailto:dean-iiits@nitt.edu)

**Contact No.:** 0431-2500539,2500439

**SECTION : 4 CONTRACT FORM**

[ To be provided by the bidder in the business letter head ]

1. (Name of the Supplier's Firm) hereby abide to deliver the .....by the delivery schedule mentioned in the Section 3 Quotation document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the Quotation document without any defect and deviations.
3. Warranty will be given for the period mentioned in the Quotation document and service will be rendered to the satisfaction of IIIT Tiruchirappalli during this period.

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....

.....

.....

**Place :**

**Date :**

**Seal of the Bidder's Firm**

## **IITT'S COPY (To be filled in and submitted by the bidder)**

**Last Date for Receipt of Quotation at IITT** : **14/03/2019 up to 2.00 p.m.**

Extended upto 25.03.2019 at 3.00p.m.

**Opening Date** : **25/03/2019 at 3.00 p.m.**

<b>CHECKLIST TO BE FILLED IN BY BIDDER</b> (Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Duly filled & signed Terms and conditions of the Quotation & Details of the Firm offering this Quote, Declaration	YES / NO
2. Duly Filled & signed forms of Schedule of Requirements [Technical Specifications] and Allied Details	YES / NO
3. Duly Filled in signed Price Schedule	YES / NO
4. Duly Filled in signed Contract Form	YES / NO
5. Other technical specifications & pamphlets	YES / NO

**SEAL OF THE BIDDER**

**SIGNATURE WITH DATE**

## FOR IIIT USE ONLY

Name of the Vendor Address (Location):

1. Duly filled & signed Terms and conditions of the Quotation & Details of the Firm offering this Quote, Declaration	YES / NO
2. Duly Filled & signed forms of Schedule of requirements [Technical Specifications] and Allied Details	YES / NO
3. Duly Filled in signed Price Schedule	YES / NO
4. Duly Filled in signed Contract Form	YES / NO
5. Other technical specifications & pamphlets	YES / NO [in a separate sealed cover]
6. No. of enclosures	
7. Status of Quotation	Accepted for evaluation / rejected Checked by,