

# APPENDIX - I

## NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR-831014

### TENDER ENQUIRY FORM

Enquiry No. NIT/CC/ 591/13

Dated: 13/05/2013

Last date for submission	Date and Time for opening
27-05-2013	27-05-2013 04:00 PM

To  
Institute Website.

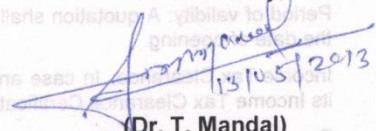
Dear Sirs,

We intend to purchase the commodities as specified and invite quotations in accordance with the term and conditions detailed below. If you are interested, kindly send your offer in precise and complete terms within the period mentioned above

Item No.	Description (Specification)	Unit	Quantity
1	1.5 Tons Split AC, Single Phase [Voltas Make]	--	6 Nos.
2	1.5 Tons Windows AC, Single Phase [Dimension (WxHxD in mm) 660x430x705] [Voltas Make]	--	2 Nos.

**NOTE:** Please mention the contact office for maintenance of unit and mode of service which will be provided by local Service Engineer of OEM.

Yours faithfully,

  
(Dr. T. Mandal)  
Chairman  
Purchase Committee, Computer Centre  
N.I.T. Jamshedpur.

P.T.O.

**TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES ORDERED:**

1. [A] Rate: The rate quoted shall be on F.O.R N.I.T. Jamshedpur basis clearly indicating the break-up cost towards packaging and forwarding, excise duty, sales tax, freight, insurance etc. The risk of damage or loss in transit will be the supplier's. In case the aforesaid terms are not considered acceptable, charges payable will be required to be specified as advalorem or lump sum. Manufactures's price list, wherever applicable, should be submitted.
- [B] Excise Duty & Sales Tax: Rates inclusive of Excise Duty and Sales Tax will be preferred. However, where quoted separately, the advalorem rate payable should be clearly cited in accordance with the provisions of the relevant Act & Rules.
2. [A] Consignee: All stores are required to be consigned to the Director, National Institute of Technology, Jamshedpur – 831014, Jharkhand
- [B] Disposal of Dispatch Documents: The relevant bill and priced challan each in triplicate should be dispatched to the Coordinator, Computer Centre, N.I.T., Jamshedpur immediately on completion of dispatch. If these documents do not reach to Coordinator, Computer Centre in time all wharfage/demurrage incurred, if any, will be recoverable from the supplier.
3. Delivery period: The stores are required to be delivered/dispatched within TWO WEEKS from the date of the receipt of the order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible.
4. Quality & Specification of stores: The stores offered should be of the best quality unless and otherwise specified confirming strictly, to the specification cited. The Institute reserves the right to reject such stores as are found unacceptable on these grounds.
5. Liquidated Damages: If a firm accepts an order and fails to execute the order in full or part, as per terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulation which accepted and then failed to agree upon.
6. Submission of Quotation: All quotation must be forwarded in sealed cover address to the Chairman, Purchase Committee, Computer Centre, N.I.T., Jamshedpur – 831014 so as to reach within the specified period. The reference to the Enquiry Number and the last date for submission must clearly be superscribed on the sealed envelope.
7. Opening of the Quotation: Every quotation will be opened at the purchase office of Chairman, Purchase Committee, Computer Centre, N.I.T., Jamshedpur at the time and on the date indicated on the tender enquiry form. A firm may send its accredited representative to witness the opening if it so desires.
8. Period of validity: A quotation shall remain valid for acceptance at least for a period of 45 days from the date of opening.
9. Income Tax Clearance: In case an intending supplier has not furnished to this Institute before with its Income Tax Clearance Certificate [up-to-date], may furnish it with the present quotation.
10. Payment: Payment will be made by a crossed account payee cheque on the S.B.I., R.I.T, Jamshedpur, normally within 45 days from the date of receipt of bill or the stores in good order and condition, whichever is later.
11. Rejection of Offers: The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason.
12. Period of warranty of the commodity must be mentioned in the offer.

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