



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597214, 7384

Fax : +91-512-2597659

mail : purchase@iitk.ac.in.

Enquiry No. : E/2017-2018/8
Enquiry Date 12/05/2017
Closing Date 29/05/2017 (Extended Date)
Delivery Date:

Dear Sir ,

Sealed Quotations so as to reach latest by 3:00 PM on dated 29/05/2017 (Extended Date) are invited for the supply of following items :

SI No.	Description		
1	BEDDING FOR RENT IN CONVOCATION-2017. COMPLETE DETAIL AS PER ANNEXURE	1	SET

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
OFFICE OF DEAN, ACADEMIC AFFAIRS

Annexure

Dated: 12.05.2017

Tender Notice

Sealed quotations are invited from the reputed suppliers/ agencies for the supply of bedding set and extra bedding set on hire for the forthcoming Convocation-2017 to be held on 15th & 16th June 2017. One bedding set includes 1) one mattress (gada), 2) one bed sheet, 3) one pillow with cover, 4) one plastic bucket (10lts) and 5) one plastic mug (1ltr). One extra bedding set includes 1) one mattress (gada), 2) one bed sheet and 3) one pillow with cover. The bedding sets and the extra bedding sets shall be supplied to the students during their stay in hostels. Total requirement of bedding / extra bedding sets from 11/06/2017 to 17/06/2017 is expected to be 4000 nos with 10% variation. Exact day wise supply figure shall be intimated to the supplier on 08/06/2017. The bedding materials shall be clean and of good quality. The pillow cover shall fit to the pillow and the bed sheet to the mattress. The mattress is of good quality and free from damage and dirt. Any bedding materials found torn or unclean and not fit for the use will be rejected and the supplier shall replace them free of charge.

Interested parties may submit their quotations in a sealed cover on the letter head of their firm. The quotation should be addressed to **Deputy Registrar, Stores and Purchase, IIT Kanpur-208016**, and should be submitted through speed post/courier. Last date for submission of sealed quotation is 15:00hrs on **29/05/2017**. The quotation shall be opened before the committee at 15.30hrs. Quotations received after due date and time shall not be considered.

A) Terms & Conditions

1. The supplier shall be in a position to supply the indented quantity on the date and at the place as required by the IIT Kanpur.
2. The quoted rate shall include item wise bedding cost and also total cost of bedding set and extra bedding set. Lowest rate quoted for complete bedding set but not individual items shall be considered for placing the order.
3. Taxes if any shall be shown separately. Firms having exempted from the payment of service tax shall submit the proof for the same. If any liability on account of payment of any tax arises in future, then the supplier shall bear it without any additional burden to the Institute.
4. The supplier shall arrange to place the beddings in the hostels rooms and lift it from the room at its own cost.
5. The Institute shall intimate the name of the hostel and day wise quantity of beddings/ extra beddings to be supplied. The supplier shall keep in touch with the hostels and arrange to keep it in the hostel rooms and take it back from the rooms after the supply period.
6. The indented quantity of a day is to be placed in the rooms by 6.00PM of the previous day. The rent per day shall be calculated for 24 hours starting from 6.00AM. The supplier shall ensure that indented beddings shall be placed in rooms during the working hours of hostels.
7. After completion of the supply the supplier shall raise hall wise bill as per the approved rate duly verified by the hall office.
8. No advance shall be paid to the supplier and after completion of supply, the supplier shall raise bill against the supplied quantity.



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
OFFICE OF DEAN, ACADEMIC AFFAIRS

9. The Institute reserves the right to negotiate with the lowest offered rate and can split the order among more than one supplier looking into the supplier's capacity to deliver the indented quantity.
10. The items consisting of bedding set and extra bedding set shall be of good usable quality and clean. If it is found that any items of the bedding sets/ extra bedding set are in damaged, torn or unclean condition, the supplier shall replace it immediately and no payment shall be made to the supplier against such supply.
11. If the supplier fails to supply the indented quantity within the time and place given in advance, then a fine of Rs.40/- per day per bedding set/ extra bedding set shall be collected/ adjusted from the supplier as fine against short supply. In such case the Institute reserves the right to procure it from the open market to meet the shortfall.
12. The rate shall be quoted in the following format for individual items and for complete set

Items	Quantity	For bedding set Rate (In Rs.)	For extra bedding set Rate (In Rs.)
Mattress (Gada)	01	_____	_____
Bed sheet	01	_____	_____
Pillow with cover	01	_____	_____
Plastic bucket (10ltrs)	01	_____	0
Plastic Mug (1ltr)	01	_____	0
Total for one set		_____	_____
Service Tax		_____	_____
Total Amount		_____	_____

B) The applicant is required to submit the followings in respect of his organization:

1. Name and postal address including valid and current telephone/mobile number, e-mail address.
2. A copy of Service Tax Registration.

The applicant should be in possession of the following documents and should submit them when ever called upon by the Institute:

3. Documents defining the legal status, place of registration, principal place(s) of business.
4. Name(s) and title of proprietor/ Officer(s) to be concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

C) The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
OFFICE OF DEAN, ACADEMIC AFFAIRS

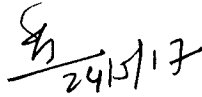
- D. Prospective applicants may seek clarification regarding the scope and terms of work and/ or the requirement for qualification, in writing, within a reasonable time. No request for clarification will be considered after due date and time.
- E. Even though applicants satisfy the above requirements, they may be disqualified, if they have:
1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of these documents.
 2. Records of poor performance, such as abandoning work, record of supply of substandard material.

The Institute reserves the right to:

1. Amend the scope and value of the work order.
2. Reject any or all the quotations without assigning any reason.
3. Reject such quotations wherein the applicant or his agent exercise influence or pressurise the Institute for awarding the work order.
4. Canvassing of any kind is strictly prohibited.

Any deficiency in supply of the material on time & in the required place will be viewed seriously.

In case of any dispute, the Director, IIT Kanpur is the sole arbitrator. His decision shall be final and binding on both the parties. All disputes shall be subjected to the jurisdiction of Kanpur.


24/5/17

(Dy Registrar)
Store & Purchase



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597214, 7384

Fax : +91-512-2597659

mail : purchase@iitk.ac.in.

Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelop addressed to the Dy. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-godown in case of firms situated outside Kanpur. If items is imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-godown terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified .
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labeled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Dy. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
14. All the consignments must be securely packed and booked duly insured addressed to the Dy. Registrar (S&P) IIT Kanpur - 208016
15. Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.
19. Supplier should mention complete contact details such as email etc.

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section