

RETENDER

Enq. No. IIITMK/ 0575 /17

Date: 05/12/2017

Due on: 13/12/2017 4pm

On behalf of INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA (IIITMK), Administrative Officer invites offers for the “**Standard Steel Library Book Rack (3 nos)**” from experienced and qualified vendors.

Detailed Specification

Item Description	Compliance (Yes/No)
Double faced/Size(approx):2000 mm H x 1865 mm L in two bays x 560 mm D	
6 Panels in each bay with 24 panels per unit	
built-in rest & sliding Book Stopper	
Vertical slots for shelf adjustments	
range indicator and index Pocket	
high grade powder coating ,protecting against rust and corrosion	
Grey colour finish	
Warranty/Guarantee: One year onsite	

Terms & Conditions

- Item offered must be standard, branded & proven product and already available in the market.
- Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere. Cost of tender document, 0.2% of the tender value rounded to nearest multiple of 100, subject to minimum of Rs. 400 and maximum Rs.1500/- + GST(5%) as applicable to be submitted along with the tender.
- Replacement/Warranty/guarantee terms of the product offered should be not less than 12 months.
- Materials must be properly packed against any damage and insured except where hand delivery is proposed.
- Delivery / installation at the store should strictly be completed within the stipulated period of delivery. i e. maximum five weeks
- Supplier will have to pay penalty on non-delivery after expiry of delivery date @ 0.5% per week subject to maximum of 10%.
- Supply at IIITMK, Technopark, Trivandrum
- Technical literature/ hand book /data sheets if any etc. must be sent along with the bid.
- Equipment must be provided with the stipulated guarantee against manufacturing and functional defects and the date of warranty shall commence from the date of acceptance/

- taking over in good condition.
- Equipment supplied will be subjected to performance tests and in case the articles do not function / reach the expected standard, the suppliers are liable to replace the items free of cost at site. Cost of returning faulty goods will be to supplier's account.
 - Prompt and efficient after sales service must be rendered free within the guarantee period.
 - If any equipment or part thereof is lost or rendered defective during transit, the supplier shall immediately arrange for the supply of the equipment or part thereof as the case may be.
 - IIITMK reserves the right to cancel the order without any liability in case the materials are not supplied within the stipulated period or non - fulfillment of contractual obligations.
 - The tenderer must pay earnest money along with his tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money Deposit of Rs. 1500/- be paid as demand draft favoring The Director, IIITMK payable at Trivandrum. No interest shall be paid by IIITMK on the Earnest Money Deposited by the tenderer. EMD of unsuccessful bidders will be returned without any interest, upon finalization of contract or on expiry of validity of offer. EMD of the successful tenderer will be returned without any interest, after receipt of performance security.
 - Security deposit/ Performance Security: The selected tenderer shall deposit an amount equal to 5% of the value of contract within 7 days from the date of Purchase Order as DD payable at Trivandrum, from any Scheduled Bank or Nationalized Bank in favour of The Director, IIITMK or Bank Guarantee from a Scheduled banks in India. EMD will be forfeited if security deposit is not remitted as mentioned above. The security deposited by the successful tendered will be retained towards the retention amount and will be released after the warranty period.
 - IIITMK shall make payment within 30 days of satisfactory installation and acceptance of the items supplied and issue of warranty certificate. Any condition for payment of advance shall not be acceptable to IIITMK. In case of any defects to the materials supplied by the bidder, it should be replaced prior to release of the payment.
 - Warranty/ Support: The items dispatched by the schedule of requirement shall carry minimum three year of replacement warranty from the date of acceptance of the items by IIITMK. Warranty shall include free maintenance including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should remain unattended for more than 48 hours. The defects, if any, during the guarantee/ warranty period are to be rectified free of charge by arranging the replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any, should be borne by the bidder. A clear confirmation should be given for this item.
 - Quoted rate: The quoted rates shall be inclusive of all taxes and also the bidder shall include charges like excise duty, sales tax, service tax, entry tax etc., levies, freight, handling, loading, unloading, insurance premiums and placement at the facility and commissioning and installation and shall remain firm throughout the contract period. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
 - Firm period of Tender will be 90 days from the date of notification.
 - IIITMK reserves the right to accept any quotation and to reject any or all quotations. IIITMK will place order on the vendor, whose offer has been determined to be substantially responsive to the tender.

Place: Technopark

Date: 05/12/17

Administrative Officer

IIITM-K
Financial Bid
Tender Enq. No._____

Total amount for providing **Standard Steel Library Book Rack (3 nos)** at IIITMK as per the terms and conditions contained in the Tender document shall be Rs._____ (Rupees._____) including all taxes.

TENDER FORM

To,
The Director
IIITMK, Technopark Campus,
Karyavattom PO
Trivandrum 695581

Dear Sir,

Sub: Bid form
Ref: IIITMK/ /17

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 3 weeks calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL ***<http://www.iiitmk.ac.in/notifications/tenders>***, the official website of IIITM-K and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.

GST Registration Number.

PAN Number.

8. Dated thisday of..... 201.....

Duly authorized to sign the bid for and on behalf of -----