



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,

Maninagar (East), Ahmedabad – 380026, Gujarat.

Contact No.: 079-67775430

E-mail: purchase@iitram.ac.in

Website: www.iitram.ac.in

No. IITRAM/CDO/PUR/SERVICE/2023/2605

Date: 28.12.2023

NOTICE INVITING QUOTATION

Important Information:

Name of Work:	Refurbishing / Repairing of Visitor Chairs
Date of Issue of NIQ:	28.12.2023
Last Date & Time for Physical Submission of NIQ offer:	17.01.2024 till 05:00 PM
Date & Time of opening of NIQ offer:	18.01.2024 at 11:30 AM (at IITRAM Campus)
Quotation Inviting Authority and Address:	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: - 079-67775430 e-mail: purchase@iitram.ac.in

INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT

NOTICE INVITING QUOTATION

Subject: Refurbishing / Repairing of Visitor Chairs

Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for **“Refurbishing / Repairing of Visitor Chairs”** as per details shown in the Annexure-I on the following General Terms & Conditions:

1. General Terms and Conditions:

- 1.1 The bidder should have valid PAN Card. Copy of PAN Card to be submitted.
- 1.2 The bidder should have valid GST Registration. Copy of GST Registration to be submitted
- 1.3 The bidder has to quote the price for the items as per specifications mentioned in **Annexure-I**.
- 1.4 The price quoted shall include taxes, other levy payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty & other duties, other charges (if any) to supply the items mentioned in Annexure-I at our site.
- 1.5 The bidder will have to submit duly filled & properly signed bid in the attached performas/ formats and annexures.
- 1.6 The bidder shall have to submit quotation to the IITRAM office on or before **17.01.2024 till 05:00 PM** in sealed envelope super-scribed **“Refurbishing / Repairing of Visitor Chairs”**.
- 1.7 The IITRAM, Ahmedabad reserves the right at the time of purchase/contract award to increase or decrease quantity of item(s).
- 1.8 Material used must be as specified and other unspecified material should of good quality.
- 1.9 If there happens to be a holiday on any date indicated in this NIQ notice, the transaction shall be performed on the next working day.
- 1.10 The bid will be opened on **18.01.2024, 11.30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
 - The bidders or their authorized representative may also be present during the opening of the bid/offer, if they desire so, at their own expenses.
- 1.11 Incomplete quotations, amendments and additions to quotations after opening or late quotations are liable to be ignored and rejected.
- 1.12 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

2. Validity of Quotation:

The offer shall be valid up to 90 days from the last date i.e. 17.01.2024 mentioned in this NIQ notice for submission of bid/offer.

- No firm shall withdraw his rates after the bid is opened. If a firm does so, that firm shall be considered ineligible for work/contract in IITRAM in future.

3. Evaluation of Quotation:

The tender evaluation committee of the Institute will evaluate and compare the received quotations to determine the substantially responsive bid i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive bid based on the following parameter(s):

- Total Price quoted (*Annexure – III, Format for Submission of Financial Details*).

4. Award of Contract:

IITRAM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest quotation for requested item(s)/goods:

- 4.1 Notwithstanding the above, IITRAM reserves its right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- 4.2 The bidder whose bid is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.

5. Work Completion Period & Penalty:

- 5.1 **Work Completion Period:** The allotted work should be completed within a maximum time limit 04 (four) weeks from the issue date of Work Order.
- 5.2 **Penalty:** Time allowed for completion of work shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of @0.5% of the order value per week delay. Maximum penalty shall be applicable @10%.

6. Terms of Payment:

- 6.1 **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactory completion of work, submission of clear Tax-Invoice(s) and supporting documents.
- 6.2 Advance payment will not be made under any circumstances.
- 6.3 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

7. Address for the physical bid submission:

**The Registrar
Institute of Infrastructure, Technology, Research And Management
Room No. G2,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat.**

We look forward to receiving your quotation.

**Sd/-
REGISTRAR**

(Schedule of Quantity)

Name of Work: Refurbishing / Repairing of Visitor Chairs

Sr. No.	Item Description	Unit	Qty. (Approx.)
1	Refurbishing / Repairing of Visitor Chairs <ul style="list-style-type: none">• Removal of old foam cushion and fabric and complete cleaning of iron frame.• Grinding the frame with paper-disk machine to smooth the iron frame.• Black powder coating of 45-47 micron on full frame (seat, back and armrest)• Fitting of seat foam Cushion with 2" soft and 1" armor hard type.• Fitting of back foam Cushion with 2" soft and 13 mm hard type.• Covering with matte type good quality office fabric cloth material by machine stiches.• All prices inclusive of transportation/shifting and complete in all respects• Approximate No: - 85-90 Nos. (available in G-11 reading room)	Nos.	90.00

(To be printed on firm's letterhead)

FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none">• Proprietary Firm• Partnership Firm (if yes, give partnership deed)• Company or LLP• Government/ Public Sector Undertaking• Member of a group of companies (if yes, give name, address & details of group companies)• Subsidiary of a large corporation (if yes, give the name & address of the parent organization) If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Seal & Signature of Company

Date: _____

Place: _____

FINANCIAL BID

(Format for Submission of Financial Details)

Sr. No.	Name of Item(s)	Qty. (Approx.)	Rate (Without GST)	Total Amount (Without GST) (INR)
A	B	C	D	E = (C*D)
1	Refurbishing / Repairing of Visitor Chairs <ul style="list-style-type: none"> • Removal of old foam cushion and fabric and complete cleaning of iron frame. • Grinding the frame with paper-disk machine to smooth the iron frame. • Black powder coating of 45-47 micron on full frame (seat, back and armrest) • Fitting of seat foam Cushion with 2" soft and 1" armor hard type. • Fitting of back foam Cushion with 2" soft and 13 mm hard type. • Covering with matte type good quality office fabric cloth material by machine stitches. • All prices inclusive of transportation/shifting and complete in all respects • Approximate No: - 85-90 Nos. (available in G-11 Reading room) 	90.00 Nos.		
			Net Amount	
			Add. GST @ _____%	
			Gross Amount (INR)	
(Rupees in Words:				

DECLARATION:

I/We hereby declare and affirm that I/We have read and understood the entire terms & conditions and item(s) descriptions as stipulated in the NIQ. I/we shall abide by the terms / conditions / clauses contained in the NIQ document(s) (page 1 to 6) and unconditionally accept it in totality / entirety.

Seal & Signature of Company**Date:** _____**Place:** _____