



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/6TH CONVOCAATION/PUR/2024/1355

Date: 01.07.2024

NOTICE INVITING QUOTATION

IMPORTANT INFORMATION:

Name of Item(s):	Customized Souvenir for IITRAM's 6 th Convocation-2024
Date of Issue of NIQ:	01.07.2024
Last Date & Time for Physical Submission of NIQ offer:	15.07.2024 till 05:00 PM
Date & Time of opening of NIQ offer:	16.07.2024 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

NOTICE INVITING QUOTATION

Subject: Inviting Quotation through NIQ format for Customized Souvenir for IITRAM's 6th Convocation-2024 – reg.

Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotation(s) for “**Customized Souvenir for IITRAM's 6th Convocation-2024**” 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 item(s)/goods mentioned in Annexure-I at our site.
- 1.5 The bidder will have to submit duly filled & properly signed bid in the attached performa(s)/formats and annexure(s).
- 1.6 The bidder shall have to submit quotation to the IITRAM office on or before **15.07.2024 till 05:00 PM** in sealed envelope super-scribed **“Customized Souvenir for IITRAM's 6th Convocation-2024”**.
- 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 quotations will be opened on **16.07.2024, at 11:30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
 - The bidders or their authorized representative may remain present during the opening of the quotations, 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 (ninety) days from the end date i.e. 15.07.2024 mentioned in this NIQ for submission of quotation.

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

3. Evaluation of Quotation:

The NIQ evaluation committee of the Institute will evaluate and compare the received quotation(s) to determine the substantially responsive quotations i.e. (i) NIQ is complete (ii) properly signed (iii) confirm with 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 at 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 items:

- Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the NIQ process and reject all quotation(s) at any time prior to the award of contract without giving any reason.
- The bidder whose quotation is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The T&Cs of the accepted offer shall be incorporated in the Purchase Order.

5. Delivery Period & Penalty:

- 5.1 **Delivery:** The ordered item(s)/goods are to be delivered within a maximum time limit of 02 (week) weeks from the issue date of Purchase Order.
- 5.2 **Penalty:** Time allowed for completion of delivery and installation shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of @0.5% of the order value for per week of delay.

6 Terms of Payment:

- 6.1 **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactorily receipt, installation and commissioning of ordered item(s)/goods, 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 submission of physical NIQ offer:

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

We look forward to receiving your quotation.

**Sd/-
Registrar**

(SCHEDULE OF QUANTITY)

Name of Item(s): Customized Souvenir for IITRAM's 6th Convocation-2024

Description	Total Requirement (Nos.)
Mini Standing Memento: Acrylic transparent Size 5x3 inches Image of IITRAM Building with logo: High resolution Every Piece customized with name of student	200

Seal & Signature of Company

Date:

Place:

*(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) <p>If the company is subsidiary, state what involvement will the parent company have in the project.</p>	
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)

Name of Item(s): Customized Souvenir for IITRAM's 6th Convocation-2024

Sr. No.	Name of Item(s)	Qty.	Rate <i>(Without GST)</i>	Total Amount <i>(Without GST)</i> <i>(INR)</i>	Applicable GST Slab Rate (%)	Gross Total Amount <i>(Including GST)</i> <i>(INR)</i>
1.	Mini Standing Memento Material: Acrylic transparent Size 5x3 inches Image of IITRAM Building with logo: High resolution Every Piece customized with name of student	200 Nos.				
TOTAL AMOUNT (INCL. OF GST)						
(Rupees in Words:						

DECLARATION:

I/We hereby declare and affirm that I/We have read and understood the entire terms & conditions and item 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: