

**Indian Institute of Technology Kanpur
Physical Education Section**

Enquiry No: Furniture/IITK/PES/IISM/ 137
Date: 21th June 2016

Sub: Quotation for supply of Furniture items.

Dear Sir/Madam,

Sealed quotations are invited from dealers/ distributors on or before 28th June 2016 by 15:00hrs for the supply of following items for set up a Control Room for 51st inter IIT Sports Meet 2016.

Enquiry No: Furniture/IITK/PES/IISM/ 137

Opening Date: 21. 06. 2016

Closing Date: 28. 06. 2016 by 15:00 hrs.

Delivery Date: 02 weeks

The quote should be submitted to the Dr. N R Patra, Chairman, SPEC Physical Education Section, IIT Kanpur.

Sl. No.	Item Description	Quantity
1	Office Table 25mm Thick Top (post Formed with duck nose profile)18mm edge Branded modestly and side panels with provision for CPU size 1500x700x750mm 3 drawer unit 400x500x500mm' Brand: Harmony system	06
2	Office chair GB-401, High back chair, PP arm, PP base, Gas lift PU molded seat and back cushion,, PP seat and back cover, Fabric tapestry, Type: Swivel tiled, Branded : Greeken	03
3	Office chair GB-410, medium back chair, PP arm, PP base, Gas lift PU molded seat and back cushion,, PP seat and back cover, Fabric tapestry, Type push back, Branded : Greeken	06
4	Office chair GB-403, visitor chair, PP arm, PP base, pipe stand, PU Molded seat and back cushion,, PP seat and back cover, Fabric tapestry, Type: Powder coated, Branded : Greeken	12

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 envelope addressed to the Dr. N R Patra, Chairman, SPEC 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-go down in case of firms situated outside Kanpur. If items are imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-go down 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 labelled 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).
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

The Institute reserves the right of accepting or rejecting any quotations without assigning any reason thereof.

Kindly send your quotation on or before 28th June 2016 by 15:00hrs in the following Address:

Dr. N R Patra
Chairman, SPEC
Physical Education Section
Indian Institute of Technology Kanpur
Kanpur, Uttar Pradesh, PIN 208 016
India
Tel.: +91 512-2597623; 0512-6794703 E-
mail: nrpatra@iitk.ac.in