

**STORES & PURCHASE SECTION  
INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR-721302**

Enquiry No. IIT/S&P/ ENQ/Mortuary/BCRTH/2011-12

Date: 13.01.2012

LAST DATE FOR  
SUBMISSION: 15.02.2012 at 2.30 pm.

TIME & DATE FOR  
OPENING : 15.02.2012 at 3.30 pm.

To

Dear Sirs,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed on attached sheet. If you are interested, kindly send your offer with precise and complete terms within the time mentioned above.

Yours faithfully

Deputy Registrar (S&P)

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QNTY</b>
1.	2-Body AC Mortuary Cabinets	Each	01 no.

N.B. : Details of Specifications are attached in a separate sheet.

Quotations may be submitted to : Head, B.C.Roy Technology Hospital, IIT Kharagpur.

## **Specifications :**

It should be Compact, Hygienic & easy to handle.

It can be housed in a convenient location/room in the hospital premises.

The features must include :

1. Exterior & Interior : Finished Pre-painted GI Sheet.
2. Front Finish : Stainless Steel.
3. Body placement in : One Piece Stainless Steel Tray.
4. Electronic Temperature Indicator cum controller
5. Should have Vapor-proof Incandescent Lamp.
6. Dimensions & Cooling Features of the Chambers :
  - a) Width : 1190 mm approx.
  - b) Depth : 2360 mm approx.
  - c) Height with Cooling Unit & PPC Platform : 2210 mm approx.
  - d) Refrigeration System : RTU-06
  - e) Temperature Range : 2° C to 6° C
7. Power Supply : 230-240V, 50 Hz.

## TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

- 1.(a) **Rate** : The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges. All the charges like Excise Duty, Packing & Forwarding, Sales Tax, Freight, Insurance, Handling charges etc., as applicable, must be shown separately. The stores are required to be dispatched by passenger train F.O.R. Kharagpur or by Road Transport or delivered at the Institute under the Suppliers own arrangement, free of additional charges. The risk of damage or loss in transit if any will be that of the suppliers. **Manufacturer's price list, technical leaflet, samples, catalogue whenever applicable, should invariably be enclosed.**
- (b) (i) **Excise Duty** : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instrument/equipments, for which necessary certificate shall be provided by the Institute, on request.  
(ii) **Sales Tax / VAT** : Extra as applicable  
(iii) **Way Bill** (Form-50, WBVAT Rules, 2005): This is issued against Consignment Note & copy of Invoice, for orders placed outside the State, to seek entry tax exemption. Institute does not issue any C or D form.  
(iv) **EMD** : NIL
2. (a) **Consignee** : All stores are to be consigned in the name of Chairman, Hall Management Centre, IIT Kharagpur (Dist. Paschim Midnapore, West Bengal, Pin : 721302).  
(b) **Disposal of Dispatch Documents** : The Public Way Bill/Consignment Note along with the relevant bill and challan (in triplicate), should be dispatched to the Deputy Registrar (S&P), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Deputy Registrar (S&P) in time all warfage/demurrage incurred, if any, will be recoverable from the suppliers.
3. **Delivery Period** : The stores are required to be delivered/dispatched within the delivery period mentioned in the order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. **No mobilisation advance is payable against the Purchase Order.**
4. **Quality & Specification of Stores** : The stores supplied shall be of latest manufacturing date and best quality, as per minimum specifications mentioned, conforming strictly to the National/International specification and testing standards. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned, and guarantee card be submitted.
5. **Liquidated Damages** : If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted the orders and then failed to execute the order according to stipulations agreed upon.
6. **Submission of Quotation** : All quotations must be forwarded in sealed cover addressed to the Sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be superscribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted, the offer is strictly in accordance with the specification and terms and conditions laid down in the NIT/bid notice.
7. **Opening of Quotation** : Every quotation will be opened at the concerned Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in Public or in presence of representative of bidders.
8. **Period of Validity** : Quotation shall remain valid for acceptance at least for a period of **90 days** from the date of opening.
9. **Income Tax & Sales Tax Clearance Certificate** : Current Income Tax and Sales Tax clearance certificates or returns must be submitted to the Stores & Purchase Section, IIT, Kharagpur, as per existing guidelines in vogue, before submission of final bill for payment, if not supplied earlier. Submission of PAN and xerox copy of the PAN card is must.
10. **Payment** : Payment will be made after successful supply by a crossed account payee cheque on the S.B.I., Kharagpur, normally within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments since April 1, 2009 will however be made electronically by e-transfer, for which the supplier must provide their bank account number, bank address/branch details/branch code and IFSC code. No advance/mobilization support, is payable against supply of store.
11. **Rejection of Offers** : The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to offer explanation or accept the lowest offer.
12. **Dispute** : In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.