



Indian Institute of Information Technology, Sri City, Chittoor

No. IIITS/PROC/ 2018/07, Dt.24.12.2018

GST No: 37AAAAI7242R1Z4

INVITATION FOR QUOTATION

Sub: Invitation for quotations for supply of mess utensils – Reg.

On behalf of IIIT Sri City, Chittoor, sealed quotations are invited for the supply of the following item(s) as per the specifications indicated against each:

A. SPECIFICATIONS

S.No	Description	Qty
1	Milk Cans-20 L	3
2	Tea/Coffee Cans-10 L	6
3	S.S - 3 hole washing sink (60 x 24 x 30”H/304G)	1
4	S.S - Bowls (for Chicken/Corn Flakes)	500
5	Spoons (14G)	500
6	Plate Stands (Cap: 200plates/304G)	2
7	S.S. Tea Glasses (Balaria/Approx Wt: 0.080)	500
8	S.S – Food Wastage Box for Kitchen-15 Kg	1
9	Water Heater/Gryser (Bajaj Mejesty/15L)	1
10	Flask (Make: Milton/Cap: 2L)	1

Please note that the quantity mentioned is only indicative. The same may vary at the time of actual purchase.

- The sealed quotation shall be sent to Office of the Registrar, Indian Institute of Information Technology, Sri City, #630, Gnan Marg, Satyavedu Mandal, Chittoor District – 517646, Andhra Pradesh
- The sealed quotation shall bear the name of work, reference no. and last date of submission written on the envelope
- Information brochures/product catalogues, if any must be accompanied with the quotation clearly indicating the model quoted for.
- Last date and time of submission of quotation : 04th Jan, 2019 @ 6 pm
- Date and time of Opening: 5th Jan, 2019 @ 11.00am
- Validity: Minimum validity of the quotation must be 30 days from the date of opening of the quotation/tenders.
- The quotation may be submitted only if you are able to supply the material within one week from the date of issue of Purchase Order. Exact delivery period will be mentioned in the Purchase Order.
- The materials are to be supplied on door delivery basis at Registrar Office, IIIT Sri City, Chittoor.

- The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and challan in triplicate should be dispatched to Registrar Office, IIIT Sri City, and Chittoor immediately on completion of dispatch. If these documents do not reach the Registrar Office, IIIT Sri City, Chittoor in time all wharf age/demurrage incurred, if any, will be recoverable from the bidder.
- All supplied items are under warranty of 24 months from the date of successful acceptance of terms.
- As the firm is required to deliver the items at Registrar Office, IIIT Sri City, Chittoor, so the rates must be quoted as F.O.R. destination i.e., IIIT Sri City, Chittoor, 630, Gnan Marg, Satyavedu mandal, Sri City, Chittoor Dt A.P-517646 and the rates must include the charges for packing, forwarding, insurance, freight, commissioning, demonstration, transportation charges etc., if any.
- The price of items may be quoted in Indian rupees.
- All the firms may invariably mention their CST/ST/LST/PAN numbers on quotation/tender failing which quotations may not be considered valid. Further, this institution does not issue any Concessional form, so the CST/ST/GST applicable as per actual rates must be mentioned in the offer. In case CST/ST/GST is not mentioned, the rates shall be treated as inclusive of all taxes.
- 100% payment shall be made in full within 30 days after receipt of material in good condition. Payment will be initiated only after the receipt of a certificate/report about successful demonstration/installation from the department/officer concerned.
- Right of acceptance and rejection of any tender/quotation in part or full without assigning any reason are reserved with the institution authorities. The number of items to be purchased could be increased or decreased depending on the requirement of end user.
- In case of any dispute the jurisdiction of Chittoor Court shall apply

Note: The quotations/tenders not complying with any of the above said minimum requirements/terms and conditions will be considered as rejected

Sd/-
Purchase Manager