



Indian Institute of Information Technology Sri City, Chittoor

NIQ Ref No. IIITS/PROC/NIQ/20231201, Date: 29 December, 2023

**NOTICE INVITING QUOTATION (NIQ) For
PURCHASE OF Infocus INL Projector Screen
(Top Tension motorized 10ftX16ft)**

(Quote submission on or before 5th January, 2024 latest by 5.00 pm IST)

PART “A”: NIQ DETAILS

1. The interested parties may collect the NIQ documents from the Office of the Registrar / download them from web-site of IIIT Sri City –<https://www.iiits.ac.in/tenders/>
2. Bidders are advised to visit the website frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /advertised in this regard.
3. Sealed quotation shall be submitted in the office of Registrar in the prescribed format before the due date and time as mentioned in NIQ. No other mode of submission is acceptable.
4. Offer must be legible, clear and free from overwriting and cutting. Incomplete submissions are liable to be rejected.
5. **Scope of work: IIIT Sri City** invites sealed quotations for the supply of below mentioned items.

Technical specifications and compliances

S No	Name of the Equipment/Item Description	Qty
1	Infocus INL Projector Screen (Tap tension motorized 10ft x 16ft)	1 No.

6. **IIIT Sri City reserves the right:**
 - a. To accept or reject any or all quotations either in whole or in part or to invite revised quotation
 - b. To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Bidder.
 - c. To change the quantity or add the item or cancel the item/service required.
 - d. To accept or reject any or all the quotations without assigning any reason.
7. If the date of opening of the sealed quotation is declared as holiday, it will be opened on the next working day at the same time.
8. The sealed quotation should be submitted strictly in the prescribed ‘Annexure A’ and should remain valid for a minimum of THREE (3) months.
9. Attach documentary evidences of GST and PAN
10. Sealed quotation which is incomplete and is not submitted in the prescribed format, will be summarily rejected.
11. The Sealed quotation should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.

Signature of the bidder with seal

12. The quotation may be submitted only if you are able to supply the item(s) within the time limit.
13. The item(s) are to be supplied on door delivery basis at IIIT Sri City Chittoor campus
14. The sealed quotations (NIQ Ref. No. on the cover of the quotation) shall be sent to

**The Registrar,
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City,
Tirupati (District),
Andhra Pradesh – 517 646.**

15. Validity: Minimum validity of the quotation must be 90 days from the date of opening of the quotation.
16. **Delivery period:** The supply shall be completed within **1-45 days** from the date of accepting the Purchase Order or mutually agreed time schedule
17. As the firm is required to deliver the item(s) at IIIT Sri City Chittoor so the rates must be quoted as F.O.R. destination i.e., IIIT Sri City, Chittoor and the rates must include the charges for packing, forwarding and transportation charges.
18. The price of items may be quoted in Indian rupees.
19. 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/VAT applicable as per actual rates must be mentioned in the offer. In case CST/ST/VAT is not mentioned, the rates shall be treated as inclusive of all taxes.
20. **Payment Terms:** 100% payment against tax invoice or after delivery and receipt of satisfactory report from the end user. Payment will be made within 15 working days of receiving the items or original invoice whichever is later.
21. Single point of Contact for any queries
Contact number and Email ID: 7337324919/8374849552, procurement@iiits.in
22. Right of acceptance and rejection of any 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.
23. In case of any dispute the jurisdiction of Tirupati Court shall apply

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

Signature of the bidder with seal

Annexure-1

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:
2. Address for Communication:
3. Contact Person Telephone/ Mobile No.:
4. E-mail:
5. Details of Proprietor/partner/Director
6. GST Registration No.:
(Attach copy of the GST Registration Certificate)
7. PAN Number:
(Attach copy of the PAN Card)

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the NIQ.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the NIQ and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the bidder with seal

PART - B

Name of the Company/Organization : IIIT Sri City Chittoor
NIQ No. :
NIQ Description :
Name of the Bidder :

Format for Quotation

Sr. No.	Name of Item	Qty	Basic Unit Price (INR)	Discount (%)	GST (%)	Total Price (INR)
1	Infocus INL Projector Screen (Tap tension motorized 10ft x 16ft)	1				

Other Terms and conditions:

Quotations shall be submitted as below:

- Quotation should contain all the **technical details and specification** of the product. It should contain **price along with terms and conditions**, compliance certificates, any other certificates/details etc.
- The suppliers shall also provide the **banking details** along with their quote on their letterhead duly signed and stamped.
- Any deviation from the given instructions for sending quotation shall lead to its invalidation
- **Price Variation:** No increase in quoted price for any reason shall be entertained.

For & On behalf of IIIT Sri City, Chittoor



Authorized Signatory



Signature of the bidder with seal