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By Speed Post / EMS.



## National Institute of Electronics and Information Technology

(Formerly DOEACC, Aurangabad)

(A Unit of NIELIT Society, New Delhi)

A Scientific Body of Dept. of Information Technology, Ministry of Commu. & Information Technology, Govt. of India)

**Dr. B. A. MARATHWADA UNIVERSITY CAMPUS, AURANGABAD – 431004.**

Phone: 0240 – 2982021, 2982022; Fax: 0240 – 2982050.

Ref No.: NIELIT-ACST-PUR/ENQ/1356

Date: 30-07-2015.

### INVITATION TO QUOTE RATES

(Last Date for Submission 20 August, 2015.)

To

«Company»

«Address1»

«Address2»

«Address3»

«City» - «PostalCode». «State»

Dear Sir,

You are requested to quote rate(s) for the items mentioned below as per the specifications given below.

Sr. No.	Name of the Item(s)	Description / Specifications	Quantity Required	Unit
01	<b>Table (Study Table for Hostel Use):</b>	<b>Table (Study Table for Hostel Use):</b> Table Frame size: 2' feet 6" Inch (L) X 1' Feet 6" Inch (W) X 2' feet 5" Inch (H). With steel metal frame & table top plywood board size 3' feet (L) X 2' feet (W) X 1" (Inch.) thinness. Steel metal squire pipe frame, support with 4 legs, rubber bush & table top board plywood laminated off white or gray color to be fixed to study table (for hostel use.)	40	Nos.
02	<b>Chair (Plastic Seating Chair for Hostel Use):</b>	<b>Chair (Plastic Seating Chair for Hostel Use):</b> Plastic chair Good Brand Like VIP/ Nilkamal/ Cello/ & other ISI/ IOS Certified good brand & good quality of plastic seating chair (for hostel use.)	40	Nos.

You are requested to furnish Earnest Money Deposit (EMD) of Rs. 4400/- (Four Thousand Four Hundred Only) in the form of Demand Draft from any Nationalized Bank drawn in favor of the Director NIELIT Aurangabad, payable at Aurangabad (Maharashtra), India.

The other terms & conditions on the reverse should be read carefully and noted in order to comply with the bid/tender/quotation.

Yours faithfully,

Authorized Signatory  
For NIELIT, Aurangabad

(Ref: Approved Indent No. PR-H/021 dt. 20-07-2015)

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## TERMS AND CONDITIONS

1. The quotation should be addressed to Director, NIELIT Aurangabad.
2. The price quoted should be firm and F.O.R. NIELIT Aurangabad. Wherever possible, educational prices should be quoted. Quantity indicated is tentative and is subject to change.
3. The quotation/offer should be submitted on or before last date of submission (Due Date) in the sealed envelope. The envelope should be superscripted as "Quotation for \_\_\_\_\_" and should bear the enquiry number and due date on the top. Quotations received after the due date will not be considered.
4. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
5. Customs Duty, Excise Duty, Service Tax, VAT/ TIN, Packing & Forwarding (P&F), Freight & Insurance, Transportation, Octroi/LBT, Installation, Training, etc charges should be separately mentioned. Discount, if any, should also be mentioned. Total price of the goods should also be mentioned.
6. NIELIT, Aurangabad will not provide Sales Tax exemption certificates, if required.
7. Octroi/LBT of Aurangabad Municipal Corporation may either be included or may be shown as 'at actual'.
8. **A) The EMD should be enclosed along with the Tender/Bid/Quotation as Bid security in the form of Demand Draft of any Nationalize Bank drawn in favor of Director NIELIT, Aurangabad and payable at Aurangabad (Maharashtra). Without EMD, Tender/Bid/Quotation shall be not considered. The EMD Shall be refunded without interest to the unsuccessful tenderer/ bidder as per the rule.**  
**B) The Successful Bidder / Tenderer Shall Deposit an Amount of Security Deposit (SD) as per the rule.**
9. Delivery period and place of delivery should be clearly mentioned. Place of delivery NIELIT, Aurangabad.
10. The goods should be quoted along with a guarantee/warranty period of minimum 'one year' from the date of successful installation.
11. Validity of the quotation should be mentioned. Normally quotations should be valid for at least 60 days from the date of opening of the quotation.
12. The bidding firm must have a valid Sales/Vat Tax /TIN Registration Number.
13. Payment Terms:
  - a. No advance payment (Prepayment) will be made at any cost.
  - b. 80 % of the invoice value to the successful bidder will be made after satisfactory installation and commissioning of the goods at NIELIT, Aurangabad. NIELIT, Aurangabad, will make remaining 20% payments after completion of satisfactory training and acceptance of the goods.
  - c. If the seller from outside India (Quoting in foreign currency) insists for Letter of Credit in the respective country, the charges of the Letter of Credit in the seller's country has to be borne by the seller and has to submit performance bank guarantee in addition to the security Deposit in favor of NIELIT, Aurangabad on the terms and conditions prescribed by NIELIT Aurangabad before execution of the agreement.
14. Detailed description & technical specifications of the goods quoted by you should be provided. Technical literature / brochure should accompany the quotation.
15. Manufacturing license or authorized Distributor / Principal or Dealer Certificate copy should be enclosed.
16. OEM/ OES items if any, should be supplied in the original sealed packing of the original equipment manufacturer and should be opened at NIELIT, Aurangabad in the presence of Center's representative only.
17. It will be binding on the part of the successful bidder to supply the goods at the rates quoted, failing to which the EMD will be forfeited the firm will be removed from the suppliers list and no further enquiries would be sent.
18. NIELIT, Aurangabad does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected.
19. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director, NIELIT Aurangabad. A) Subject to the Aurangabad Jurisdictions' only.
20. Tenderers/Bidders are requested may be present at the time of opening the quotation/ Bid, If possible.