



National Institute of Electronics and Information Technology (NIELIT)  
Chennai

An Autonomous Body of Department of Electronics and Information Technology,  
Ministry of Communications & Information Technology,

Govt. of India

1<sup>st</sup> Floor, ISTE Complex, 25, Opp. To Anna Centenary Library,  
Gandhi Mandapam Road, Chennai – 600 025

Tele No: 044 - 24421445 /Fax:044 - 24421441

Ref: DC-CHE\VI\EPDPT\ 254 \15-16\Enq- 290

Date: 06/11/2015

**Enquiry**  
**INVITATION TO QUOTE RATES**

To,

Dear Sir / Madam,

You are requested to quote rate(s) for the following items as per specifications indicated:-

Sr. No	Description & Specification of the items required	Qty
1	<b>Soldering Station</b> <b>(Detailed Specifications in Annexure - I)</b>	10 Sets

Price offer duly filled and sealed along with signed terms and conditions shall be submitted by hand/post at the office in the below address. *Write due date, Enquiry reference on sealed envelope of quotation.*

**The Director, NIELIT Chennai Centre, 1<sup>st</sup> Floor, ISTE Building,  
No. 25, Gandhi Mandapam Road, Chennai – 600 025.**

**Time & date of submission: On / Before 20/11/2015, 15.00 Hrs**

- *The attached Technical Specification and Terms & Conditions/Contract terms should be carefully noted and complied. Also attach a signed copy of the same with quotation.*
- *Copy of Manufacturing license/Principal or Authorized Distributor/Dealer Certificate, and Proprietary Certificate, as applicable, should be enclosed.*
- **It is compulsory to submit the following Annexures with supporting documents:-**
  - (i) *Detailed Specifications Duly filled & signed- Annexure-I*
  - (ii) *Duly filled & signed Price Bid- Annexure-II*
  - (ii) *Duly signed Terms & Condition/contract form- Annexure-III*
  - (iii) *Details of Supplier – Annexure – IV*

For NIELIT Chennai

  
Authorized Signatory  
600 025  
NIELIT CHENNAI

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Date:

**Technical Specifications**

Duly filled, signed and along with supporting documents.

Product Name:		
Brand Name:		
Model:		
Specification	Minimum Requirement	Available Specification (Specify exact Specification. Do not write Yes/No)
<b>Minimum Specifications</b>		
Mains supply voltage	230 V 50/60Hz	
Power consumption	≤ 95W	
Safety class	I, antistatic housing III, soldering tool	
Fuse	T500mA (230V, 50/60 Hz)	
Temperature range	50°C - 450°C / 150°F - 850°F	
Temperature accuracy	± 2°C	

- ✓ For Optional Accessories and maintenance terms, attach separate sheets.
- ✓ Attach product brochure /technical literature.
- ✓ Available Specifications of offered model of Soldering Station is to be written clearly in the column of "Available Specification" of above table. Offers without clear specifications on the said column, will be treated as non-compliance

Place :

Date :

Signature of supplier  
(With Rubber Stamp)

**Commercial Offer**

S. No.	Item(s)	Qty.	Unit Price	Total Price	Tax Amount	Total Amount (Inclusive of all)
1	<b>Soldering Station (Detailed Specifications in Annexure - I)</b>	10 sets				

Taxes & Duties : **All included**  
 Delivery Period : **30 days**  
 Delivery Charges : **Nil**  
 Validity : **60 Days** from the date of opening of the tender  
 Payment Terms : *90% of the payment would be payable against proof of supply, installation and testing, balance 10% would be payable only after successful demonstration and final acceptance of stores by consignee.*

Warranty and Updates & Support: minimum 1 Year

**DECLARATION**

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by client.

Place :  
Date :

Signature of supplier  
(With Rubber Stamp)

## NIELIT, Chennai

Ref: DC-CHE\VI1\EPDPT\254\15-16\Enq- 280

Date:

Sub. : Terms and Conditions for Supply of **Soldering Station** to NIELIT, Chennai Centre.

1. The sealed tenders are invited for the above said item by the Director I/c, NIELIT Chennai, 1<sup>st</sup> Floor, ISTE Complex, 25, Gandhi Mandapam Road, Chennai – 600 025. Up-to 20/11/2015, on or before 15.00 Hrs. The specification and terms and conditions for the above said item is enclosed.
2. The sealed cover addressed to Director, NIELIT Chennai containing the tender along with **duly signed terms and condition** in original shall be submitted in the office of NIELIT Chennai, 1<sup>st</sup> Floor, ISTE Building, 25, Gandhi Mandapam Road, Chennai – 600 025.

The Cover shall super-scribe **“Quotation for Supply of Soldering Station to NIELIT Chennai”** and should bear the enquiry number and due date on the top. Quotations received after the due date will not be considered.

1. The validity of the offer is to be kept valid up to **two** months from the date of opening of the tender.
2. The time supply of items shall be essence of the contract. The supply shall be completed within 30 days of issuing the purchase order.
3. Sales tax, octroi or any other tax on materials required for completion of respective item / items shall be payable by the contractor and NIELIT, Chennai Centre will not entertain any claim whatsoever in this respect nor shall be responsible in any way.
4. The Contractor has to quote his rates against each item shown in schedule of quantity attached, and as per the format only. The amount for each item shall be worked out and requisite total given.
5. **You are advised to inspect and examine the site, satisfy yourself about the nature of the work at the site before submitting the quotation. You shall be deemed to have full knowledge of the site whether you inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.**
6. **Payment Terms:**  
*No advance payment (Prepayment) will be made at any cost.  
90% of the payment would be payable against proof of supply, installation and testing, balance 10% would be payable only after successful demonstration and final acceptance of stores by consignee.*
7. The supplying of items in general shall be executed as per the description and specifications of item / items as indicated in the Invitation.
8. The quantity shown in schedule of quantities may vary (increase or decrease) during supply. Contractor shall carry out the supply as per the actual requirement. Increase or decrease in quantity of item / items of supply shall be executed by the contractor at the quoted rates. NIELIT, Chennai Centre may add or delete any item of supply as per site condition and is not bound to execute all the item / items of supply order placed.

9. On supplying of all the items, each item of supply shall be jointly inspected / tested by officer-in-charge and the contractor or his authorized representative. All debris, unused materials, painting stains on wall or floor etc. developed at site during course of execution-of-work / installation shall be completely removed and the area shall be left clean by the contractor as directed by Engineer-in-charge without extra cost within seven days from the completion of respective item.
10. On satisfactory completion of supply of items / work, final bill shall be submitted to the officer in charge / Director and the same shall be progressed with the following documents.  
**Your final bill in duplicate**  
**Inspection/Test Report issued by the officer in charge**  
**Any relevant documents, plan/ drawings, if any.**
11. NIELIT, Chennai Centre 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.
12. 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, Chennai Centre.
13. E.mai l/ Fax/ Telegraphic/conditional tender will not be entertained.
14. The rate quoted by the tender should be inclusive of **sales tax, VAT, service tax, octroi, local charges and all other levies, if any.** However, **break up has to be shown clearly.**
15. Deduction of Income Tax at source on application as per provision of the section 194 of the Income tax Act 1961 will be made from the payments to be made to the contractor.
16. The schedule of quantities is only approximate and all the items to be supplied shall be paid for in accordance with the actual measurements.
17. Any damage done to the property of the NIELIT, Chennai Centre during installation of items shall be responsibility of the contractor and it shall be made good by him, at his cost to the entire satisfaction of officer in charge, NIELIT, Chennai Centre
18. All materials to be arranged by the contractor for use, shall be of approved make and shall be as per relevant Indian Standard Specification. Where it is mandatory to use I.S. Marked materials, the same shall be arranged by the contractor accordingly.
19. The contractor shall have no right to ask for alteration of the rates, terms and conditions quoted by the contractor.
20. The Purchaser reserves the right to reject unsatisfactory work/item and the tenderer is required to carry out the supply-of-item / installation once again at his own cost. The decision of the Director i/c, NIELIT, Chennai Centre, will be final and binding.

We agree to the above terms and conditions of the Contract.

Date :  
Place :

Signature of Contractor  
(With Rubber Stamp)

NIELIT Chennai

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Date: 06 / 11/2015

Details of Supplier

➤ Name and Complete address of the firm\* :-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Contact details:

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Off. Ph. No.\* : \_\_\_\_\_

Mobile No.\* : \_\_\_\_\_

FAX No.\* : \_\_\_\_\_

E-mail No.\* : \_\_\_\_\_

➤ VAT TIN No.\* :- \_\_\_\_\_  
(enclose photocopy)

➤ Central Sales Tax (CST) No\* :- \_\_\_\_\_  
(enclose photocopy)

➤ Service Tax / Excise Registration No\* :- \_\_\_\_\_  
(enclose photocopy)

➤ Income Tax P.A.N. No.\* (enclosed photocopy):- \_\_\_\_\_

➤ Details of ITCC / NSIC /  
DGS&D Registration.\*:- \_\_\_\_\_  
(enclose photocopy)

*\*Compulsory Fields, vendor has to fill up carefully,*

Date:

Name & Signature

Seal of the Firm Address: