

Enquiry No.: IITK/HSS/2017-18/02

Date: 29.09.2017

Sealed quotation is invited for the supply of **Seven High Back Chair** the following specifications along with your complete terms and conditions. The quotation must reach us **latest by 16 October 2017, 3:00 P.M.**

Specifications:

High Back Chair **Quantity: 7**

High back health supporting chair with BIFMA certification. High back, chair of adjustable headrest, armrest, multi-position lockable synchro-tilt mechanism with back support. The fabric in black color upholstery & adjustable lumber –support.

Product	Width	Depth	Height	Seat Height
High Back Chair	76.0CM	76.0CM	117.0-132.0CM	45.0-54.0CM

Notes:

1. The bidder should be the original equipment manufactures (OEM) or their authorized dealer.
2. The OEM/authorized dealer supplying the furniture must strictly adhere to the specification mentioned in the tender. No deviation from the specification will be entertained.
3. In case the bidder is OEM, relevant papers like certificate of incorporation, registration certificate, PAN GST, Service Tax, balance sheet for last 3 years/PF/ESIC documents to be enclosed.
4. In case the bidder is the authorized dealer, formal agreement/dealer certificate of the bidder with OEM is to be enclosed. The association of the bidder with the OEM should be of 5 years.
5. The bidder must furnish the details (Name/Address/Ph. No.) of their local representation for after sales service so as to provide quick service to the corporation.
6. Bidder must be an ISO 9001/14001, 18001, Green Guard, AIOIPTA, OHSAS, SEFA, BIFMA, NABL certified company.
7. Product offered must be with 1 year of warranty.
8. Firms/bidders blacklisted at any stage or by any government body need not apply.
9. The lowest bidder will not be the only criteria for placing the order.
10. OEM should have service centre in Kanpur and should have a call center number in the regard.
11. The OEM should have a toll free service number applicable for all state which should be in existence for over 3 years so as to ensure timely redressal of any service issues.

Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelope addressed to the Jt. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-go down in case of firms situated outside

Kanpur. If items is imported then the firms should quote the price on F.O.B. basis.

6. In case of Ex-go down terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labelled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Jt. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
14. All the consignments must be securely packed and booked duly insured addressed to Dr. Shikha Dixit, HOD, HSS, IIT Kanpur 208016. The quotation must reach us **latest by 16 October 2017, 3:00 P.M.**
15. Institute is partially exempted for payment of Custom Duty @ 5.15% under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.

Dr. Shikha Dixit
HOD, HSS
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