



www.iter-india.org

## ITER-India, Institute for Plasma Research

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### ENQUIRY - LOCAL

OFFICE COPY                      ENQUIRY NO                      : I-IEN19052  
Date                                      : 19/12/2019  
Due Date                                : 07/01/2020 by 5:00 PM (IST)

We invite your rate/s for the following item/s. The Instructions to bidders and Terms & Conditions are attached herewith.

#### Important Note :

1. Enquiry No., Date & Due Date should appear on the envelope otherwise your offer will be rejected.
2. Address quotation only to the Purchase officer.

Sr No.	Material Description	Quantity	Unit
1	Executive Table with side unit and movable drawer unit as per the specification attached	1	NOS
2	High Back Revolving Chair as per the attached specification	1	NOS
3	Medium back revolving chair as per the attached specification	3	NOS
4	Back side storage unit as per the attached specification	1	NOS
5	3 Seater Sofa as per the attached specification	1	NOS
6	2 Seater Sofa as per the attached specification	1	NOS
7	Center Table as per the attached specification	1	NOS
8	Corner Table as per the attached specification	1	NOS

#### Note :

- (1) Submit your quotation AT THE ABOVE ADDRESS.
- (2) Any clarification on this enquiry may be sought from the Purchase Officer, ITER-India
- (3) Quote with complete technical details.
- (4) Quotation should invariably be submitted in the attached format (Quotation Format) ONLY else ITER-India may not consider your offer.
- (5) Attached herewith Technical Specifications Annexure -I (Total page 01)
- (6) Payment shall be made within 30 days from the date of final acceptance of ordered items of purchaser and on receipt of error free invoice and other necessary documents at our end.
- (7) The Bidder under the category of MSME Enterprise shall attach MSME Certificate (Udhyog Aadhar) along with the offer.
- (8) Bidder shall sign & stamp each & every page of Enquiry and Annexure which will be considered as an acceptance by the bidder.
- (9) The Purchase Order will not be split & technically acceptable lowest bidder based on Grand Total in "Format For Submission of Quotation" will be selected for placement of single order.

Encl:- as above

Rakhi Dharamdasani  
OFFICER-I (PURCHASE & STORES)

ITER-India (IPR)

## TERMS AND CONDITIONS

1. The quotation and any order resulting from this enquiry shall be governed by our Conditions of Order and supplier quoting against this enquiry shall be deemed to have read and understood the same in to
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by ITER-India unless our specific written acceptance thereof is obtained.
3. Quotation: Your quotation superscripting our enquiry No., date, due date and brief description of item should be submitted to the Purchase Officer, ITER-India in sealed envelope on or before the due date. Late/Delayed/incomplete quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 90 days from due date for placing order. ITER-India is not bound to accept lowest rate/s. Bidder shall submit the price bid/offer on Bidder's letter head with official seal and sign on each page.
4. The bid documents shall be prepared in English language only
5. All pages of the bid documents shall be numbered. Each page of the bid document shall be stamped and initialized.
6. In the event of any date indicated above is a declared Holiday, the next working day with the same time limit shall become operative for the respective purpose mentioned herein
7. In case of deviation in payment terms including demand of advance other than specified in payment schedule and accepted by ITER-India, prevailing Prime Lending Rate (PLR) of SBI will be loaded for price comparison purpose
8. ITER-India and their authorized representatives may visit the Contractor/Sub-contractors if required as part of technical evaluation process
9. ITER-India reserves the right to place order on one or more parties.
10. Specifications: Material should be offered strictly conforming to our specifications/drawings, if any. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on specifications/drawings should be obtained from Purchase Officer before submitting quotation.
11. Terms of Prices: Quotation should be submitted on door delivery basis, duly packed & insured without extra charge wherever possible.. In the case of Indian suppliers, the material is to be delivered at our stores free of charge duly packed & insured.
12. Unit rate/s should be valid throughout the validity of Purchase Order for addition/deletion purposes. Break-up of price should be furnished. The quoted price should not be subject to price escalation for whatsoever reasons. The quoted price shall be firm, fixed and non-revisable during the validity/ extended validity of Purchase Order.
13. Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
14. Tender should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected.
15. ITER-India shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted. ITER-India also reserves the right to split the order at its sole discretion.
16. Octroi is not applicable at present.
17. Delivery Date/Period: Delivery period is essence of the Order. Supplier must indicate the firm delivery date by which the materials will be dispatched / delivered by them from the date of our order.
18. Delivery period shall be clearly indicated against each item separately.
19. Inspection: Materials on its arrival at ITER-India will be inspected by our Engineer/Stores In-Charge, and his decision in the matter will be final. However, where the items are required to be inspected at the Suppliers Premises, Supplier has to give advance notice to the Purchaser regarding readiness of the material to enable Purchase/Stores section to depute his representative for inspection.
20. Payment: Payment will be arranged for accepted materials only within 30 days from the date of acceptance of materials at ITER-India and receipt of error free bills in our accounts section, complete in all respects.
21. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
22. Warranty: The Stores/Items offered should be guaranteed for a minimum period of twelve months from the date of acceptance, against defective materials, design, workmanship, operation or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notification. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.
23. The Contractor/Supplier shall at all times indemnify the purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent, Registration of design or Trade Mark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfillment of the Order.
24. Successful tenderer will have to furnish in the form a Bank Guarantee or in Indemnity Bond form as called for by the Purchaser towards adequate security for the materials/property provided/issued by the Purchaser as Free Issue Material for the due execution of the Order. Insurance for the Free Issue Material shall be arranged by the Supplier/Contractor at his risk and cost.
25. Non-compliance to tender specifications and/or tender scope and/or tender terms and conditions are liable for rejection. Decision of ITER-India in respect of non-compliance shall be final and binding on the bidders.
26. Canvassing in any form with regard to this tender will lead to rejection of the bid.
27. The Project Director, ITER-India reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reasons.
28. This enquiry is not a commitment and the Purchaser reserves the right to reject or cancel any or all offers.
29. Jurisdiction: The Order shall be governed by the Laws of India for the time being in force. The Courts of Ahmedabad/Gandhinagar only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Order.
30. Unsuccessful bidders will not be intimated about the results of the enquiry/tender.
31. Purchase will not be responsible for payment of any interest to the Supplier, in case of delay in releasing payment.
32. The price evaluation shall be carried out on Landed price.

## FORMAT FOR SUBMISSION OF QUOTATION

Enquiry No. : I-IEN19052  
 Name Of Party : OFFICE COPY  
 Quotation No. & Date :  
 Due on : 07/01/2020 by 5:00 PM (IST)

Sr No.	Material Description	Qty	Unit	Rate	Total
1	Executive Table with side unit and movable drawer unit as per the specification attached	1	NOS		
2	High Back Revolving Chair as per the attached specification	1	NOS		
3	Medium back revolving chair as per the attached specification	3	NOS		
4	Back side storage unit as per the attached specification	1	NOS		
5	3 Seater Sofa as per the attached specification	1	NOS		
6	2 Seater Sofa as per the attached specification	1	NOS		
7	Center Table as per the attached specification	1	NOS		
8	Corner Table as per the attached specification	1	NOS		
				<b>Total</b>	
				<b>GST</b>	
				<b>Grand Total</b>	

### COMMERCIAL TERMS & CONDITIONS \*

Sr.No	Description	Bidder's Compliance
1	Free Door delivery	Comply Yes/No (In case of No Please provide details)
2	Packing & Forwarding charges (If not included in rate quoted above)	Comply Yes/No (In case of No Please provide details)
3	Safe Delivery Charges (Please mention if not included in rate mention above)	
4	Payment: ITER-India payment terms will apply (Refer Sr. No.6 of Notes)	Comply Yes/No (In case of No Please provide details)
5	Delivery Period (To Specify)	
6	Warranty (Refer Sr. No. 22 of Terms & Conditions)	Comply Yes/No (In case of No Please provide details)
7	Validity Period (Refer Sr. No. 3 of Terms & Conditions)	Comply Yes/No (In case of No Please provide details)
8	Applicable GST % (To specify)	
9	GST No.	
10	HSN Code	

11	Udhyog Aadhar No. & Category (Micro/Small/Medium Enterprise)	
12	Discount(if any)	
13	Remarks	

\* Fill in the applicable details

Place:

Authorised Signatory:

Date:

Company Seal

Sr No	Item description	Qty	unit
1	<b>Executive table with side unit and movable drawer unit</b>	1	set
	table top with minimum 25mm thick mdf laminated with or without bidding finish, Leg and apron with minimum 18 mm thick mdf laminated with/without pvc bidding finish		
	size: 1800x750x750-(WxDxH-Dim in mm, +/- 10 mm acceptable) Executive table		
	size: 900x450x705-(WxDxH-Dim in mm, +/- 10 mm acceptable) side table		
	size:450x450x650-(WxDxH-Dim in mm, +/- 10 mm acceptable) movable drawer Unit , front of drawer made of 18mm thick mdf, 3 drawers having metal box construction		
2	<b>High Back revolving chair</b>	1	no
	Providing and fixing High back revolving chair-seat & back cushioned on ply. Seat PU mould and back with U form, fix chrome+PU handle with tilt mechanism with single position back lock. Gas Lift for seat height adjustment, chrome base with twin castors, Chair height-1220-1120mm, back cover height- 830 mm, seat height-520mm-430 mm, seat dimension-510wx520d, outer dimension 650wx580D, base700-640mm		
3	<b>Medium Back revolving Chair</b>	3	nos
	Providing and fixing Medium back revolving chair-seat & back cushioned on ply. Seat PU mould and back with U form, fix chrome+PU handle with tilt mechanism with single position back lock. Gas Lift for seat height adjustment, chrome base with twin castors, Chair height-1220-1120mm, back cover height 830 mm, seat height-520mm-430 mm, seat dimension-510wx520d, outer dimension 650wx580D, base700-640mm		
4	<b>Back side storage unit</b>	1	no
	Providing and fixing Back side storage unit (external to match Executive table)made with minimum 25 mm thick mdf laminated with or without bidding finish, with sliding shutter laminated finished		
	size:2800x450x750-(WxDxH-Dim in mm)		
5	<b>3 Seater Sofa:</b>	1	no
	Main frame structure of sofa shall be of 25 mm minimum thickness teak wood with polished surface. Seat and Backrest are permanently fixed with the frame Structure. Seat and Backrest Cushion shall be of foam with min. density as 40 (Kg/Cubic M), Seat and Backrest shall be covered with upholstered fabric of Colour as per purchaser's choice,		
	Sofa size: - Depth-550 mm (±10 mm), Height-(with/Without Back Cushion)-(750/400) mm (±10 mm), Length-1500 mm min.		
	Sofa Arm Width/height: - (100/as per manufacturer) mm (±5mm), Seat Height (With Seat Cushion) - 450 mm (±5 mm)		
	Sofa Leg Height/ width: - 25 mm (±2 mm), Seat Cushion Thickness: - 90 mm (±5mm), Backrest Cushion Thickness: - 60 mm (±3mm)		
6	<b>2 seater sofa:</b>	1	no
	Main frame structure of sofa shall be of 25 mm minimum thickness teak wood with polished surface. Seat and Backrest are permanently fixed with the frame Structure. Seat and Backrest Cushion shall be of foam with min. density as 40 (Kg/Cubic M), Seat and Backrest shall be covered with upholstered fabric of Colour as per purchaser's choice,		
	Sofa size: - Depth-550 mm (±10 mm), Height-(with/Without Back Cushion)-(750/400) mm (±10 mm), Length-1980 mm min.		
	Sofa Arm Width/height: - (100/as per manufacturer) mm (±5mm), Seat Height (With Seat Cushion) - 450 mm (±5 mm)		
	Sofa Leg Height/ width: - 25 mm (±2 mm), Seat Cushion Thickness: - 90 mm (±5mm), Backrest Cushion Thickness: - 60 mm (±3mm)		
7	<b>Center Table:</b>	1	no
	A Rectangular shape center table supported by four Legs with single storage in bottom portion. Frame and legs of table shall be made of Teak wood minimum thickness 25mm, walnut finish, with top of table shall be toughened glass of 12 mm thickness. Legs shall have buffers fitted at bottom		
	Size: - Table Top (L x W x H) -1200 x 700 x 450 mm (±20mm)		
8	<b>corner table:</b>	1	no
	A square shape corner table supported by four Legs with/without storage in bottom portion. Frame and legs of table shall be made of Teak wood minimum thickness 25mm, walnut finish, with top of table shall be toughened glass of 12 mm thickness. Legs shall have buffers fitted at bottom		
	Size: - Table Top (L x W x H) -550 x 550 x 450 mm (±20mm)		