



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008, ORISSA**

(Form to be used for purchases below Rs.100,000; to be sent to at least six firms)

Department: Student Activity Centre

Enquiry No: NITR/SA/VP/Cul/2012/L/729

Date: 07.12.2012

To

Concerned Party

LAST DATE FOR SUBMISSION
On **28.12.2012 BY 5:30 PM**
TIME AND DATE FOR OPENING
On 28.12.2012 AT 5.40 PM

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed overleaf. If you are interested, kindly send your offer with unit price and complete terms and conditions within the time mentioned above.

Please send your quotation to:

President

Students Activity Centre.

National Institute of Technology,

Rourkela – 769008 (Odisha)

Yours sincerely,

Dr. A.Basu

Vice – President

Cultural & Literacy Society, SAC

Item No.	Item No.	Unit	Quantity
01.	Tent House Items from SPRING FEST 2013 (08.02.2013 to 10.02.2013) Specification: attached		

* For Terms and Conditions for submission of quotation, please see overleaf.

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES ORDERED

- 1(a) **Rate:** The rate quoted must be net inclusive of packing, forwarding, freight, and all other incidental charges. The stores are required to be dispatched by passenger train for Rourkela or by road transport or delivered at this Institute under the supplier's own arrangement free of additional charges. The risk of damage or loss in transit if any will be the suppliers. In case the aforesaid terms are not considered, acceptable charge payable will be required to be specified clearly at ad variorum or lump sum rate. Manufacturers price list wherever applicable, should be submitted. Packing, forwarding, freight, entry tax etc., when not included in the price, are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 1(b) **Excise Duty & VAT:** Excise Duty and VAT should be quoted as separate items. The ad valorem payable should be clearly cited in accordance with the provisions of the relevant Acts & Run. It may be noted that the Institute is exempt from paying excise duty. An appropriate certificate in prescribed format will be provided with the Purchase Order.

The Institute is not authorized to issue C or D forms. CST and VAT may be charged at appropriate rates. Concession Certificate for Educational Institution will be provided, if admissible.
- 1(c) **Entry Tax:** The State of Orissa charges entry tax on all goods entering the State from outside. This tax must be paid by the vendor and included in the quotation.
2. **Warranty:** The quotation must contain the terms of warranty, and extended warranty, if available.
3. **Delivery Period:** The stores are required to be delivered/dispatched within 02.02.2012. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible.
4. **Quality & Specification of Stores:** The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specifications cited. The Institute reserves the right to reject the stores as found unacceptable on these grounds.
5. **Liquidated Damages:** If a firm accepts an order and fails to execute the order in full or part as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order.
6. **Submission of Quotation:** All quotations must be forwarded in sealed cover addressed to the authority mentioned pre-page, so as to reach within the specified period. The reference to the Enquiry No. and the last date for submission must clearly be super-scribed on the sealed envelope.

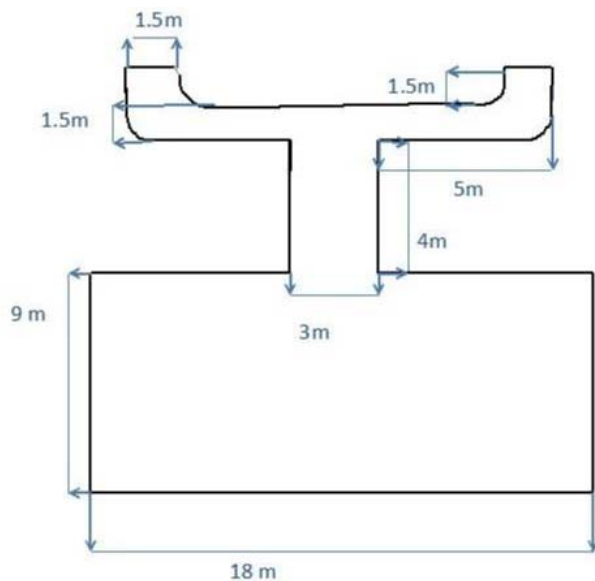
To ensure receipt of quotations in time intending suppliers are advised to mail them 7 clear days in advance. If no counter offer is made in the quotation, it will be taken for granted that the offer is strictly in accordance with the specification and term and conditions laid down in the tender notice. Quotations may be sent by registered post or courier, or delivered in person. There is no provision for giving a receipt if the quotation is delivered in person.
7. **Opening of Quotation:** Every quotation will be opened at the office of the concerned Department/Centre, NIT, Rourkela at the time on the tender form. A firm may send its accredited representative to witness the opening if it so desires.
8. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of 45 days from the date of opening.
9. **VAT & Income Tax Clearance:** In case an intending supplier has not furnished this Institute earlier its VAT and Income Tax Clearance Certificate (up-to-date) or corresponding Registration Numbers the same may furnish it with present quotation.
10. **Payment:** Payment will be made by a crossed account payee cheque drawn on SBI, NIT Campus, Rourkela normally within 30 days from the date of receipt of the stores in good order and condition, and the invoice.
11. **Rejection of Offers:** The Institute reserves the right to ignore or reject any offer including the lowest one without assigning any reason.
12. **For technical details, please contact:** Dr. A. Basu, Vice President, Lit and Cul Soc, Student Activity Centre
Phone: 0661-246 2553

**DESCRIPTION TENT HOUSE ITEMS REQUIRED FOR NITRUTSAV 2013 TO BE HELD
DURING 08.02.2013 – 10.02.2013**

ITEM I:

STAGES

- Stage designing as per the given lay out (covering, green room and ramp for fashion parade) at NCC Ground stage – 1 no.
Note: Rubber carpet instead of normal carpet should be used.



- Stage decoration with balloons (1000 nos.) in B. B. Auditorium – 1 no.

GATES

Mangla mandir gate – 1 no.
SAC – 1 No.
NCC Ground – 1 no.

STALLS

10'X10' – 15 Nos. (at NCC ground)
20'X10' – 3 Nos. (For Registration counter near SAC)

DECORATION ITEM FOR NCC GROUND

Baloons – 2000 nos.
Colorful string – 2000 nos.
Long poles (30 ft approx)for colorful flags- 10 nos

CHAIRS

Normal chairs – 400 nos.

BARRICADING

At NCC ground

BEDDING ETC.

*Bedding set (mattress, pillow, bed cover, bed sheet) – 300 sets

Please quote lump sum for all these mentioned in ITEM I

PART II:

For additional bedding set* **quote per set** as additional set may be required and the supplier should be able to supply extra 200 bedding sets

NOTE:

- There may be minor changes in the requirement during actual program.
- Firms quoting for this should provide last three years record of performance in terms of performance certificate/work order/etc. to prove their capability.