

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

N.I.T. Campus (P.O.), Kerala - 673601, India

Tel. : 04952286101, 109, 115, 116

EMAIL : purchase@nitc.ac.in

QUOTATION NOTICE

MAIN STORE

Date :

SEALED QUOTATIONS are invited for the supply of the stores given in Schedule C. **The tenderers are requested to send their quotations (as per the format given in schedule D) in sealed covers with the quotation number and last date for receipt of quotation superscribed.** Wherever indicated, samples may be furnished at the tenderer's expense unless otherwise specified. The tenderers are requested to follow the instruction given in Schedule A. This Institute cannot accept terms and conditions of payment other than the alternative given in Schedule B.

1. QUOTATION No. :
2. Last Date for receipt of Quotation : (date) Upto (IST) Time:
3. The quoted rates should be valid upto : **(Months)**
4. Address to which quotation are to be sent : **The Director
NIT Calicut
NIT Calicut (P.O.)
673 601**

Director

To

(Copy of quotation notice may be send to available dealers or manufactures of the item)

SCHEDULED A - INSTRUCTIONS TO TENDERERS

- (a) Quotations should contain the complete specification and brand names.
- (b) All taxes, packing and forwarding charges (if any) and any other charges should be clearly shown.
- (c) Prices quoted should be F.O.R. NIT CAMPUS, CALICUT.
- (d) Period within which the items can be supplied of firm order should be clearly mentioned.
- (e) Quotations containing conditions like "subject to prior sale" may not be considered.
- (f) Quotations received after the due date is liable to be rejected.

SCHEDULED B - CONDITIONS OF PAYMENT

One of the following conditions of payments should be accepted if the quotation is to be to be considered.

- (a) 100% payment after the receipt of the items in good condition.

Normally, complete payment will be made within a period of three weeks from the date of receipt of the items.

Note: Invoices in triplicate must have the following mandatory fields:

- a. Invoice number and date
- b. Customer name
- c. Customer and taxpayer's GSTIN (if registered)
- d. Place of supply
- e. Item details i.e. description, quantity (number), unit (meter, kg etc.), total value
- f. Taxable value and discounts
- g. Rate and amount of GST tax rates.
- h. Signature of the supplier.
- i. PAN number should be indicated.

SCHEDULED C: - Technical Specification and Delivery Terms.
(See Annexure - I)

SCHEDULED D - Format of Quotations

(For use of the bidder. See note below)

Quotation Ref. No.: _____ Last Date : _____

Sl.No.	Description Of Goods	Specification	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words
Gross Total Cost: Rs. _____							

1. We agree to supply the above goods in accordance with the technical specification for a total contract price of Rs. _____
(Amount in figures) (Rupees _____ only) (amount in words) within the period specified in the Invitation for Quotations.
2. We also confirm that commercial warrantee/guarantee of _____ months shall apply to the offered goods from the date of installation/commissioning.
3. We undertake that in competing for (and if the award is made to us in executing) the above _____ contract of supply of goods. We will strictly observe the laws against fraud and corruption in force in the Republic of India, as required by National Institute of Technology Calicut.

Signature of the Bidder

Place:
Date:

(Note :

1. Above tabular form is applicable while bids are being invited for more than one item and will be evaluated for all the items together. Modify the format accordingly where evaluation would be made for each item separately.
2. Quotations should be submitted on the official stationery of the bidder)

List of Enclosures: (1) Annexure 1

(2) _____ (3) _____

Sr.No.	Detailed Description	Quantity	Whether Samples are to be sent
1.	Item name	No of unit	
2.	Item name	No of unit	

Kindly refer to the attachment specification, if any