



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

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Ref. No.: IIIT-A/S&P/1493/2205/2024

Dated: 06/03/2024

Quotation

To,

M/s.....

.....

Ph.No.:

Sub: Quotation for hiring mattress sets and tent with lighting and carpet at the IIIT-A, Jhalwa Campus for Inter IIIT Sports Meet on 9th to 15th March 2024.

Dear Sir,

1. Indian Institute of Information Technology, Allahabad is organizing the " **Inter IIIT Sports Meet on 9th to 15th March 2024**. The Participating firms for short term tender for hiring mattress sets and tent with lighting and carpet at the IIIT-A. **the requirement sheet is attached herewith (Annexure-I)**.
2. The selected contractors will be expected to follow the delivery schedule strictly, until revised by the Institute, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by hand in **single bid system** with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in **sealed envelopes** with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Joint Registrar (Store & Purchase), IIIT- Allahabad **upto- 07/03/2024, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
4. All Tenders should be addressed to "**Joint Registrar (Store & Purchase), Indian Institute of Information Technology, Allahabad, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India**".
5. **Financial bid will be open at 12:30 noon on 07/03/2024**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Bid. Please carry the same original proof of identity for verification purpose at the time of opening of enquiry.


Joint Registrar (Store & Purchase)





TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

1. Date & Time of opening Tender: -

Name of the firm (As registered): -.....

2. Address of the firm: -.....

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.....

3. Phone Number: -

4. Proprietor's Name: -.....

5. Address of Proprietor: -.....

6. Proprietor's Phone No.: -.....

7. Details of the firm: -

(a). Date from which the firm is operating: -.....

(b). Turnover of the firm during: - FY 2021-2022 (Rs.)

FY 2022-2023 (Rs.)

(Please attach documentary evidences)

(c) PAN No.: -.....

(d) GST No. (Mandatory) : -.....

.....
Seal and signature of the Proprietor/
Authorized Representative



CSJ

FINANCIAL BID

Bill of Quantity and Tender Rate

Sl. No.	Items	Quantity (approx.)	Unit Rate per day (Rs.)	GST in %	GST in Amount	Total Amount
1.	*Mattress set (1 mattress, 1 pillow, 1 bed sheet and 1 chaddar) for 5 days (8 th to 12 th March)	1600 (Nos.)				
2	Tents (12*12 ft) with lighting and power extension for 7 days (9 th to 15 th March)	10 (Nos.)				
3	Carpets for 4 days (9 th , 12 th , 13 th & 15 th March)	3500 sq ft (Carpet width should be 10 feet)				

*** Delivery to be ensured by 7th March 2024, till 6:00 PM.**

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**(Seal & Signature of the Proprietor/
Authorized Representative**



CPK

Terms and Conditions

1. The items should be delivered at least a day before the event.
2. The items should be installed and dismantled by the contractor.
3. Quantity may increase or decrease up to 25% at the discretion of Institute.
4. Quoted rate should be valid till scheduled date of programme.
5. Tender rates must be quoted in prescribed format.
6. May feel free to contact on E-mail info.purchase@iiita.ac.in & Ph. No. 0532-292-2804, 2217.
7. All the rules and regulations shall be complied by the contractor. The vendor shall have necessary licenses from the local or Govt. authorities for running the such business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local.
8. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
9. The vendor shall not appoint subcontractor for hiring the same service to carry out any obligations under the Contract.
10. If performance is not found satisfactory. The firm/agency may be black listed by the Institute.
11. Deficiency in not supplying full information shall result in primarily rejection of tender.
12. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.
(ii) Payment shall be made within 7 days on completion of the work after due verification by the site in-charge as per tendered rates.
13. Kindly quote your Income Tax PAN No, GSTIN No., etc. mandatorily on the quotation.
14. All disputes are subject to Jurisdiction of Allahabad High Court.
15. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
16. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter /modify any or all conditions of this tender.
17. The Institute reserves the right to cancel the tender without assigning any reason and also have
right to divide the work into several caterers in the interest of work.
18. Bidder hereby accept the following:
"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same.


Joint Registrar (Store & Purchase)



