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**BIDDING DOCUMENT**

**(Tendor No.IIITK/Tender/2017/62)**

**For Supply Of Guest House Items**

Dated-23/11/2017

**Subject :- Procurement of Guest House Items of IIIT-Kalyani.**

**QUOTATION FORM FOR SUPPLY OF GUEST HOUSE ITEMS**

Sealed tenders on letter heads of the firm are invited by IIIT Kalyani from reputed suppliers/authorized dealers/firms for supply of following guesthouse items as per specification, size and quantity indicated against each upto 15.12.17.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Item | Specification & Size | Quantity (Nos.) | Unit Price | GST | Total Amt. |
| 1. | a.Tube Light,b. Ceiling Fan, c.Night bulb | For Household purpose | 7 each |  |  |  |
| 2. | Curtains with Rod | Cotton Ply Jaquard (light colour with border) as per room size | 7 nos. |  |  |  |
| 3. | Study table with chair | Small for one person | 7 nos. |  |  |  |
| 4. | Sofa Set with centre table | 4 seater with centre table | 2 nos. |  |  |  |
| 5. | TV Set - 32"  | LG/Samsung/Sony/equivalentDisplay Type =LEDScreen size = 32"Connectivity HDMI, USBResolution = 1366x768Audio output = 10 wattsColour = BlackPower supply = 50-60Hz, AC 100-240VHz | 1 no. |  |  |  |
| 6. | Refrigerator | Capacity = 190 lits minBrand=Godrej/whirlphool/Samsung/equivalentType = Frost free Double doorEnergy Rating = 4 star  | 1 no. |  |  |  |
| 7. | Induction cook top | 1200 watt, (any standard make) | 1 no. |  |  |  |
| 8. | Electric Kettle | Plastic electric kettle (1.5 lit), any standard make | 2 nos. |  |  |  |
| 9. | Split AC | Capacity = 1 TonRating 3 starCondenser = copperDigital display with remote systemInstallation to be done at the guest house. | 4 nos. |  |  |  |
| 10. | Water Purifier | Domestic (without RO)Kent/Aquaguard | 2 nos. |  |  |  |
| 11. | Small Almirahs | Medium size with rack and hanger rod. | 5 nos. |  |  |  |
| 12. | Bed Sheet with pillow covers | 100% cotton  300 Thread Count100X108" | 12 sets |  |  |  |
| 13. | Pillows + cover | Fibre PillowCotton Cover1 cm stripe18X27" | 12 pairs |  |  |  |
| 14. | Mattress | Single Bed | 14 nos. |  |  |  |
| 15. | Bath Towels | 650 GSM30X60 " | 12 nos. |  |  |  |
| 16. | Tea Sets | Six cup set | 2 sets |  |  |  |
| 17. | Dinner Set | 6 dish set | 2 sets. |  |  |  |
| 18. | Casseroles | 790 ml/1360 ml | 2 + 2 nos. |  |  |  |

 Stamp & Signature

 Authorized Signatory of the firm

 Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions, terms and conditions :**

1) Bidders are to invited to submit sealed quotations on the official pad/letter head of the manufacturer/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to office of Registrar , Indian Institute of Information Technology , Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm.

2) A tender fees of Rs. 300/- (non-refundable)should be submitted along with relevant documents for pre-qualification.

2) The last date of receipt of tender is 15.12.2017. Quotations received later will not be entertained under any circumstances.

3) All items has to be delivered at the Guest House and installations to be done for item nos. 2, 5, 6, 9 & 10.

 4) Interested firms can inspect the rooms before furnishing their sealed tenders.

5) Date and Timing of opening the bid is the same day of receiving quotation (15.12.17) at 3.30 pm and the place of opening of bid is office of IIIT Kalyani.

6) Bidders are to submit the quotations in sealed cover to the office in the Following address.

 Registrar,

 Indian Institute of Information Technology,

 Webel IT Park, Kalyani

 Nadia, Pin Code- 741235

 West Bengal.

**7) All bidders should submit in ONE-BID (TECHNO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges to deliver items at the premises of the Institute. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. should be clearly indicated . Inclusion of Tax/levy or any other charges at a later stage will not be accepted . At the end , the total price of a single item must be indicated as TOTAL PRICE: Rs.............only INCLUDING ALL.**

**8. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.**

9) The items must be supplied within a period of 20 days after the receipt of the purchase order

8) The materials are to be supplied at a place within IIITK s premises between 11.00 am and 4.00 pm. The tenderer will be responsible for any breakage , damage in item/product detected subsequently.

10) Bills in triplicate should be presented for payment within 15 days of supply/completion of work. **No Advance Payment can be Allowed.**  All bills are to be accompanied by order copies and challan receipt. The order number is to be noted on both the challan and the Bill.

11) Documents to be submitted with the tender . Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.

We accept the above conditions.

Dated: Signature of Bidders/Suppliers

 with date & seal