



Indian Maritime University

Chennai Campus

(A Central University Govt. of India)

East Coast Road, Uthandi, Chennai - 600 119.

Ref: IMU/CC/PUR/01/FURN/01/2017

06.11.2017

To,

The prospective bidder/s

Sub: Enquiry for purchase of various furniture items –reg.

Sir,

The Indian Maritime University, Chennai Campus proposes to procure various furniture items and in this regard, you are requested to send your quotation in respect of same. The description of furniture items and term & conditions are as detailed below:-

S. No.	Item	Qty.	Make and Model	Unit Price in Rs.	GST	Total unit price
1	Plastic chairs (standard size)	450	Nilkamal make plastic chair with arms (indoor/outdoor use)			
2	Chair cum writing pad (as per sample)	40	Godrej make cane chair with full desklet			
3	Tree type rack stand	40	Godrej or better make stainless steel, tree styled, 18 hook coat/cloth/bag rack stand			
4	Study table	10	Godrej make study table with steel base & wooden top (H-2'6" X W-2'6" X D-1'5")			
5	Stainless steel waiting chair (3 seater)	03	Godrej or better make stainless steel 3 seater waiting chair (W-6' X D-2' X H-2'6" approx.)			
6	Office Chair	02	Godrej make Kareena model high back executive chair			

The last date for submitting quotation is **17.11.2017 (Friday) till 1700 hrs.**

The quotations will be opened on **20.11.2017 (Monday) at 03:00 PM** in Director's Chamber.

Terms & Conditions for the quotation to be followed:-

1. **Price:** The total quoted price should be Unit price + GST. Unit price should be inclusive of basic price, packing and forwarding charges if any and to deliver & install the goods at IMU Chennai Campus, Uthandi to the satisfaction. Supplier shall be responsible for safe delivery of materials up to destination.
2. **Price bid and Evaluation criteria:** The supplier should quote the rate as per the specifications given above. The quote given for other specification will be rejected. The L-1 bidder shall be decided on the basis of the unit price excluding GST.
 - Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate.
 - If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in the Price Bid. Bidder shall have to enclose a certificate in original from a practicing Chartered Accountant / Cost & Management Accountant / Company Secretary confirming that Bidder is eligible to opt the scheme and has fulfilled all the conditions as mentioned in notification in this regard. In addition bidder has to enclose the self-attested GST Registration Certificate in the commercial bid.
 - If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in the bid and shall have to enclose GST Exemption documents i.e. certificate in original from Practicing Chartered Accountant / Cost & Management Accountant / Company Secretary that Bidder is fulfilling all the conditions prescribed in GST Act, 2017 to make him exempt from registration.
3. **Offer validity:** The validity of Quotation is 90 days from the last date of submission.
4. **Delivery Period:** The delivery period shall be within 10 days from the issue of Purchase Order.
5. **Payment terms:** No advance payment will be made. The payment will be made through RTGS after successful Delivery and installation at IMU-Chennai Campus to the satisfaction of IMU-CC, ECR Road, Uthandi, Chennai-600119.
6. **Mode of Payment:** The bank details (Name of the Bank, Account No & IFSC Code) should be enclosed along with the bid for the payment.

7. **TAXES AND DUTIES:** The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the IMU-CC's GST Registration no. **33AAAI2610K3Z2**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods shall be shown separately in tax invoice for each item of supply. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under.
8. Statutory variation: If there is any statutory change in CGST & SGST or IGST within contractual delivery period, the same shall be admissible and will be paid at actual based on the documentary evidence. However, no upward revision in the same beyond original delivery period shall be admissible.
9. The envelope containing the quotations shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be superscribed as "Quotation for supply of various furniture items" addressed to **"The Director, Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai-600119.**
10. Quotations received after the due date and time i.e. **17.11.2017 till 1700 hrs** will be out rightly rejected. Quotations received through e-mail or open envelope shall also be rejected.
11. The firm quoting the rates shall also provide manufacturer warranty for all the items supplied to IMU Chennai Campus.
12. The University reserves the right to accept in part or in full any quote(s) or reject any one or more quote(s) without assigning any reason. The University also reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.
13. The Quantity requirement indicated for above furniture items is subject to upward or downward revision. However depending upon the requirements, the actual quantity shall be intimated at PO stage.
14. It is also required by the firms to submit the catalogue / details and picture of the model quoted in the price bid. It shall be the sole prerogative of IMU Chennai Campus to accept or reject any particular item.
15. Please read all instructions before submitting the quotation.

Sd/-

**DEPUTY REGISTRAR (ADMIN)
IMU-CHENNAI CAMPUS**