

**Indian Institute of Information Technology, Design and
Manufacturing, Kancheepuram, Melakkottaiyur,
Chennai – 600 127, Tamil Nadu, India**



Short tender notice

For

Supply of water treatment plant chemicals

Notice Inviting Tender

IITDM Kancheepuram invites the single stage bid for the articles mentioned below through offline mode, the terms and conditions attached. **Please submit your bid documents in the Tender box available in Administration building, IITDM, Kancheepuram within the stipulated due date and time.**

Item	:	Supply of water treatment plant chemicals (Specification/Quantity details enclosed as Annexure-1)
Tender Enquiry No.	:	IITDM/2023-24/Engg/Elect/009; Dt.: 25.01.2024

CRITICAL DATE SHEET

STAGE	DATE & TIME
Bid Submission End Date & Time:	8 th February, 2024 - 15:00 Hrs.
Bid Opening Date & Time:	8 th February, 2024 - 15:30 Hrs.
Security Deposit:	Rs. 12,160/-

Important:

All the communications are to be only addressed to The Registrar, IITD&M Kancheepuram and not in the name of any other officer.

IITDM Kancheepuram is an Institute of National Importance under Ministry of Education, Government of India. The rate may be quoted as applicable to Educational Institutions/Universities.

GENERAL TERMS AND CONDITIONS:

1. The quotations should be valid for 90 days from the last date of submission and material shall be delivered on quarterly basis (or) as and when required for the calendar year 2023, the material shall be delivered within 05 days from the date of receipt of communication from the institute.
2. The Price shall be quoted in INR.
3. No unsolicited correspondence will be entertained after the submission of the offer.
4. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
5. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
6. The rate quoted should be inclusive of all supply, men, material, labour, transportation and all of the items at the designated place.
7. The bidder has to quote the rate for one (01) year period. The rates cannot be altered either side in the agreed period.

8. The bidder shall have registered office at Chennai for ease of delivery of chemicals.
9. **Quantity mentioned in the technical compliance sheet may subject to vary.**
10. Goods should be supplied carriage paid and insured.
11. Goods shall not be supplied without any official email or letter communication.
12. Goods supplied shall be as per the product quality. Nonstandard items will not be taken into the institute account and if found the material shall be replaced with good quality without any additional cost.
13. Quoted rate included transportation, dispatch etc., as required.
14. Penalty for delayed Services / LD
 - (i) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
 - (ii) If the supplier fails to Supply, and fixes the item as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
 - (iii) The Institute reserves the right to cancel the order in case the delay is more than 4 weeks.
15. **Payment:** Quoted rates are fixed throughout the year, PO will be issued accordingly, Items need to be supplied monthly/Quarterly based on the communication received as per the requirement, payment will be made after the delivery of materials and acceptance by IITD&M.
16. The bidders have to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.
17. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
18. The Institute reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-
कुलसचिव / Registrar
IITD&M Kancheepuram

Technical Compliance Sheet (To be filled by the bidder)

Name of the Agency					
Office Address:					
Name and Mobile No. of contact person:					
Email Id of the contact person:					
GST No.: (with Valid proof may be attached.)					
Sl. No.	Name of the Item	Approximate Quantity required per Annum	Unit	Unit Price Rs.	Total Price/ Annum in Rs.
1.	Alum powder	3,650	Kgs		
2.	Sodium hypochlorite liquid (Chlorine 6 to 7%)	7,300	Kgs		
3.	Polyelectrolyte (Anion)	730	Kgs		
GRAND TOTAL PER ANNUM IN Rs.					

* Table refers the total annual requirement, Items to be supplied monthly/Quarterly subject to the communication received.

ELIGIBILITY CRITERIA

Sl. No	Description		Compliance Yes/No/N.A.	Remarks
1.	Technical Sheet	Technical bid compliance sheet and Eligibility Criteria (Annexure-1)		
2.	EMD	Bid Security Declaration Form (Annexure-2)		
Please Enclose Relevant Documents Only.				

Authorized signatory with seal

BID SUBMISSION & SELF DECLARATION PROFORMA

Name of the Work/AMC: Supply of water treatment plant chemicals – Reg.

Tender No.: IITDM/2023-24/Engg/Elect/009; Dt: 25th Jan, 2024.

To,
The Registrar,
IITDM Kancheepuram,
Chennai – 600 127.

Dear Sir,

- 1.1 I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Autonomous Body etc., at anywhere in the country.
- 1.2 I/We hereby offer to quote for work as defined in ‘Notice inviting Tender’ and the relevant Annexures at the quoted price given in the ‘Notice inviting Tender’ and agree to hold this offer open till 90 days from the due date.
- 1.3 I/We have read, understood and comply with all Terms and Conditions stipulated in the Tender document necessary for submission of this bid.
- 1.4 It is further stated that I/We have fully read and understood the ‘Notice inviting Tender’ and Terms and Conditions in the Tender Document governing this contract and shall abide by them in toto, if awarded the Contract.

Yours faithfully,
Digital Signature

Note: This form duly typed on the letterhead of the bidder and duly signed should be uploaded forming Annexure-2 of this Bid document.