INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
Dean of Infrastructure and Planning

No. Enquiry /DOIP/09-05-2024-07  
Dated: 09-05-2024

QUOTATION NOTICE

M/s...........................................
...........................................
...........................................

The quotations under sealed covers are invited for “SITC of 1.0 HP/Higher heavy duty De
watering submersible pump in AHU room 107 Gr floor at Flexible Building and spray
pond near P K Kelkar Library”, to reach this office by 03.00 PM on 16.05.2024 and shall
be opened on 17.05.2024 after 3.30 PM in the presence of the representative of the quotationer,
who wish to be present. (The quotation must be submitted in format as per annexure A)

The quotations should be enclosed in a properly sealed envelope addressed to the Dean of
Infrastructure & Planning (DOIP), Indian Institute of Technology, P.O. I.I.T Kanpur-208016.
Enquiry No. and the due date should invariably be given on the envelope.

1. The period completion is 30 days from the date of supply order.

2. The security money @ 5% shall be deducted from the bill and same shall be released
after defect liability period of 6 months.

3. The firm should clearly mention the PAN & GST No. on offer letter. In absence of these
particulars the quotations are liable for rejection.

4. According to standard terms, payment will be made after its completion but after
inspection and approval.

5. The Institute has right to reject all or any of the quotations and to split up the
requirements or relax any or all of the above conditions without assigning any reason.

6. The quotations shall remain open for acceptance for four weeks from the date of
opening.

7. A penalty @ 1% per week or part thereof and maximum up to 10 % shall be charged if
required work is not made by due date.

8. All Spares and paint should be genuine, and they should comply to IS code or as
appropriate.

9. Service Technician should be covered under PF/ESIC and should be followed all other
government regulations and guidelines.

10. Site visit must be done by the bidder before quoting their rates.
11. If the bidder makes any modification in the terms and conditions of the bid, which is not acceptable to the Institute, then the Institute shall, without prejudice to any other right or remedy, be at liberty to suspend the bidder for one year.

12. The competent authority on behalf of the Board of Governors reserves the right to terminate the contract if any violation of labour law has been observed and or any of the construction workers engaged in the works under this contract is found also engaged in Service Contracts of the Institute at the same time.

13. The competent authority on behalf of the Board of Governors reserves the right to disqualify an agency for non-compliance of Institute orders and violation of Institute policies as established by the Competent Authority in the best interests of the Institute.

14. If the work is done in premises where marking entry and exit attendance is required at the security check post, then that will be verified before the bill is paid.

(Dean Infrastructure and Planning)
Company’s Letter head

Quotation

Ref:
Date-dd/mm/yyyy
Valid Until:

To
IIT Kanpur
Kalyanpur Kanpur

Subject: Your NIT No. - Dated. due upto.

N/W <Name of work>

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<th>Description</th>
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<th>Total in (Rs.)</th>
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Terms & Conditions:

1. Payment Terms:
2. Delivery Period:
3. Guarantee/Warranty:
5. Transportation Charges:

(Authorized Signatory)