



(Please Mention "REF NO" in all documents)

**QUOTATION ENQUIRY**

Ref No.: VNIT/STR/PES/VBB/PSN/2017-18/106/192

Date: January 12, 2018

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCE OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION

**Sub - Quotation Enquiry for Procurement of Item "GROUND MAINTENANCE MATERIAL" for Physical Education and Sports Section.**

**Dear Sir / Madam,**

VNIT herewith invites the Quotation Enquiry in sealed cover / envelope from reputed firms for procurement of items mentioned in table below with understated Instructions, terms & conditions, as per the Schedule mentioned below:

**Schedule of Quotation Submission**

**Date of Issue** : Friday, 12<sup>th</sup> January, 2018 Time 9.30 A.M.  
**Last Date/Time of Submission** : Monday, 22<sup>nd</sup> January, 2018 Time 3.00 P.M.  
**Date/Time of Opening of Quotation** : Monday, 22<sup>nd</sup> January, 2018 Time 3.30 P.M.

**Item particulars**

SN	Item particulars	Specifications	Quantity
1	Ground Maintenance Material	Yellow Earth	1000 cft.
2		White Murrum	500 cft.
3		Red / Yellow Earth	500 cft.
4		Black Garden Soil	250 cft.
5		Manure	250 cft.

**Instructions, Terms & Conditions**

- 1) The price should be quoted on F.O.R. VNIT, Nagpur.
- 2) Earliest delivery date to be mentioned for each item
- 3) The quoted amount will be firm and final. Quotation should be valid for 90 days from the date of opening.
- 4) Vendor should submit copy of **GST Registration Certificate, PAN No., Certificate of Firm's Registration** etc. with your offer failing which the quotation will not be entertained.
- 5) **Taxes** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
- 6) Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors in the prescribed format of quotation enquiry. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as non-responsive. Incomplete or Conditional Quotation(s) will not be accepted.
- 7) Any certificate / document above submitted by the vendor are found to be incorrect /false/ forged/ fake, intentionally / un-intentionally at any stage, will lead to disqualification of vendor. Institute shall be free to take any action by blacklisting the Vendor / Firm.

- 8) The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
- 9) Vendors should offer special educational discount to the Institute on quoted rates.
- 10) In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered.
- 11) **Guarantee/Warranty:** Normal comprehensive **Warranty/ Guarantee of 3 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
- 12) **Delivery Period:** Vendor will be required to give Delivery of the Goods within four (4) Weeks from the receipt of P.O.
- 13) **Payment:** The vendor will be required to submit the bills in triplicate along with delivery memo. Institute will release the full & final payment on delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. Payment will be made through Crossed Cheque / ECS / NEFT / RTGS. For electronic payment mode vendor's bank details on Firm / Company letter head will be required.
- 14) Quotations received after the last date of submission will not be considered.
- 15) Any amendment or corrigendum regarding this enquiry will be issued on the Institute website.
- 16) The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
- 17) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- 18) **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
- 19) The Quotation in sealed envelope super-scribed with "**Quotation Enquiry for procurement of 'Item Name' for 'Department Name'**" and to be sent to Dy. Registrar (Stores), Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, Old Library Building, 1<sup>st</sup> Floor, VNIT, Nagpur - 440010 on any working day.
- 20) The last date of submission is **Monday, 22<sup>nd</sup> January, 2018 by 3.00 pm**

Yours truly,

  
Dy Registrar (Stores)

  
12/1/18

**"FORMAT OF QUOTATION ENQUIRY"**

Ref No.: VNIT/STR/PES/VBB/PSN/2017-18/106/192

Date: January 12, 2018

ITEM: " \_\_\_\_\_ "

Sr. No	Item Particulars	Specifications	Qty	Basic Rate P.U. (Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	Ground Maintenance Materials	Yellow Earth	1000 cft.			
2		White Murrum	500 cft.			
3		Red / Yellow Earth	500 cft.			
4		Black Garden Soil	250 cft.			
5		Manure	250 cft.			
	Educational Discount					
	Total Cost F.O.R. V.N.I.T. Nagpur					

**[A] DUTIES & TAXES (if applicable):**

1. Custom Duty if any : \_\_\_\_\_
2. GST @ \_\_\_\_\_% : \_\_\_\_\_
3. Freight/ Transportation : \_\_\_\_\_
4. Others, (if any) : \_\_\_\_\_
5. **Final Offer FOR VNIT Nagpur** : \_\_\_\_\_

**[B] Others Details (Enclosed)**

1. Specification as per Requirements : Yes / No
2. Warranty/Guarantee : \_\_\_\_\_ Years
3. Delivery period : \_\_\_\_\_
4. Firms Registration Certificate : \_\_\_\_\_
5. Authorization Certificate : \_\_\_\_\_
6. GST Registration Certificate : \_\_\_\_\_
7. PAN No. : \_\_\_\_\_
8. Others, (if any) : \_\_\_\_\_

The Firm/Company agrees to supply the above items for **final offer price (Rs. \_\_\_\_\_/- [In Words Rs.....])** inclusive of duties & taxes at [A] above within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of 36 months shall apply to the offered goods.

Signature of Vendor  
(Authorized Signatory)

Stamp:

Date: