



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI, TAMIL NADU – 620 015**

**NOTICE INVITING QUOTATION FOR PURCHASE OF DC AMMETERS ANDVOLTMETERS  
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

**Enquiry Ref. Number.** NITT/F.No:007/NON-PLAN/2015/-16/ECE     **Date:** 04/01/2016

To,  
Name and address of the firm:  
M/s.....  
.....  
.....  
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- ✓ **LAST DATE AND TIME FOR SUBMISSION OF QUOTATION 27/01/2016 AND 3.00 P.M**
- ✓ **TIME AND DATE OF OPENING OF QUOTATION 27/01/2016 AT 3.30 P.M**
- ✓ **PLEASE SEND YOUR QUOTATION TO : THE DIRECTOR, NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-15  
Kind Atten: R.K.Kavitha/ECE**

Dear Sir,

**Sub:** Your Quotation invited for the supply of DC ammeters and Voltmeters

Sealed Quotations are invited for purchase of DC ammeters and Voltmeters for Electronics and Communication Engineering Department of National Institute of Technology. Please send your lowest quotation for supply of the said item.

This Notice Inviting Quotation Consists of the following Sections:

Section I	Terms and Conditions and instructions to the prospective bidder/ Quotee
Section II	Technical specifications of the item to be purchased by NIT, Tiruchy
Section III	Format for submission of Price quotation

**SECTION 1: TERMS AND CONDITIONS FOR PURCHASE AND INSTRUCTIONS TO THE BIDDERS**

Name of the item proposed to be purchased	DC ammeters and Voltmeters
Mode of tender	SINGLE BID SYSTEM (both Technical bid and Price Bid in one single envelope)

Last date and time for submission of Quotation	Quotations should be submitted on or before 27/01/2016 and 3.00 P.M. Quotations, must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotations received after closing date and time will not be considered.
Date and time of opening of quotation	Quotations will be opened on 27/01/2016 at 3.30 P.M., However, NITT reserves to right to extend the last date for receipt of tender and opening of quotation, in the event of lack of good number of responses.
Sealing and Marking of the ENVELOPE containing the quotation.	<b>ON THE TOP OF THE SEALED ENVELOPE (CONTAINING YOUR QUOTATION) THE FOLLOWING MAY PLEASE BE MENTIONED:</b>  <b>Quotation for the supply of DC ammeters and Voltmeters</b> <b>Enquiry reference number NITT/F.No:007/NON-PLAN/2015/-16/ECE date 04/01/2016</b> <b>Name of the Department : ELECTRONICS AND COMMUNICATION ENGINEERING</b> <b>Due date of submission of quotation 27/01/2016</b>
Address for sending the quotation	<b>The Director, National Institute of Technology, Tiruchy -15 With Kind attention</b> <b>Name of the Purchase Initiator R.K.Kavitha</b> <b>Name of the Department ELECTRONICS AND COMMUNICATION ENGINEERING</b> <b>Cell Number 9944260866 E Mail ID rkkavitha@nitt.edu</b>
Mode of submission of Quotation	Speed Post/ Registered Post / Hand delivery at the Tapal (Postal) section of the NITT, at the Administrative Building.
Price/ Rates	Price/ Rates quoted should be on Door Delivery Basis (i.e., F.O.R Destination Basis) and it should be inclusive of Packing Forwarding, Freight, Loading and Unloading, Insurance, Delivery and Commissioning charges if any
Compliance to Technical Specifications	Specifications are basic essence of the product. It must be ensured that the offers are strictly as per our specifications. At the same time, it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration. The quotations should contain information on make, model, manufacturer, number, country of origin etc., of the goods offered. A quotation has to be supported with the printed technical leaflet / brochure/ Templates and the specifications mentioned in the quotation must be reflected / supported by such printed technical leaflet / literature model quoted / tendered specifications should invariably be highlighted in the leaflet/ literature for easy reference. Further the bidder/ quote e may invariably specify the specification of their product in the same order as per the Indent of the NIT, Tiruchy. In case there is any variation and / or deviation between the goods and services prescribed by the NIT, T and offered by the bidder, the bidder shall list out the same in a chart form without any ambiguity and provide the same along with the tender. Bidder can quote for alternate model provided the alternate model meeting with our specifications.
DGS&D rate contract	If any of the items proposed to be procured under this tender is already under DGS&D (Director General of Supplies and Disposal) Rate Contract, the bidder may give us the advantage of rate contract rate, as ours is a premier educational and research institution sponsored by the Government.
Similar Supply	In case, had you supplied similar item or more or less similar item to any other department of NIT, T or to the same department of NIT, T, the same may please be indicated in your offer.
Reference supply	In case, had you supplied similar item or more or less similar item to premier educational institutions like that of IIT, other NITs, Deemed Universities, please enclose copies of their PO.

No over writing	The rates should be quoted both in terms of words as well as in terms of figure. Over writing should be avoided. However, all corrections must be duly authenticated.
Taxes and duties	Should be shown separately / explicitly.
Sales Tax/ VAT/ CST	NITT is not authorized to give C or D form. CST or VAT may be charged according to the applicable rates.
Discount offered, if any	Should be indicated explicitly
Excise duty	NITT is exempted from payment of Excise Duty in respect of procurements for research purposes. Necessary certificate will be furnished to the successful bidder.
Customs Duty	NITT is eligible for concessional rate of Customs Duty (i.e., 5.15%). Wherever necessary, certificate will be furnished.
Validity of the Offer	90 days from the date of submission of Bids
Documents	Manuals/ Detailed Drawings/ Catalogues/ Leaflets/ Samples may be furnished wherever feasible/ required.
Warranty	The material/ goods/ articles/ equipment are to be warranted for a minimum period of one year from the date of supply or supply, installation and commissioning.
Performance Bank Guarantee	The successful firm has to submit a security deposit equivalent to 5% of the order value, in the form of Performance Bank Guarantee (PBG) and should be kept valid two months beyond the expiry of warranty period. In the absence of PBG, 5% amount will be withheld in respect of procurements upto Rupees one lakh. However, Suppliers registered with NSIC and DGSD rate contract holders are exempted from this security deposit.
Quantum of requirement	NITT reserve the right to increase or decrease the quantity indicated in the Notice Inviting Quotation.
Delivery Schedule	Unless otherwise specified, the delivery should be made within 3 to 4 weeks from the date of Purchase order. All aspects of safe door delivery shall be the responsibility of the Supplier. The supplier shall be held responsible for any damage/ shortage in transit or otherwise and such value would be deducted from the bill unless or otherwise replaced by the supplier. Part delivery is not allowed.
Payment terms	No advance payment will be made and No part payment will be made. 100% payment will be made on receipt and acceptance of the goods. In case of the equipment, 100% payment will be made, after installation and commissioning. Every attempt will be made to settle the bills within 4 weeks from the date of safe delivery and acceptance by the NITT.
Mode of payment	Payment will be made through Account Payee Cheque or through NIFT/ RGTS transfer. For this purpose the successful bidder shall furnish (a) Name of the Bank and where the account exist (b) IFSC/ NEFT Code (c) Account Number (d) branch code (e) RGTS code (f) 9 digit MICR code appearing on the cheque book
For technical query, if any, please contact	R.K.kavitha (Name of the Purchase Initiator) Assistant Professor Department of ECE., National Institute of Technology, Tiruchirappalli-15 Contact Number 9944260866
Billing instructions	Bill or Invoice should be made in Duplicate in favour of the Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, <b>duly pre received</b> on the bill for the bill amount. All the vendors should provide their PAN and TIN Number without with, quotation will not be considered.
NIT- T's right Attention	NITT may reject all or any of the quotations, without assigning any reason The suppliers/ vendors are informed not to call on us without prior appointment

Delay in submission of quotation	NITT is not responsible for delays/ loss in postal transit or due to any other reasons.
Dispute	In case of dispute, in connection with this purchase, will be settled amicably through Arbitration. The venue of arbitration shall be Tiruhirappalli. The Courts in Tiruchirappalli, only shall have jurisdiction to deal with and decide any legal matter or dispute what so ever arising out of this Purchase Order.

## SECTION 2: TECHNICAL SPECIFICATIONS

### Specifications of the Equipment

Sl. No.	Description	Specification of NITT	Specification of the Supplier	Reasons (if there is difference in specification)
	DC Ammeters & Voltmeters	<b>Ammeter (Multi Range)</b> 10/50/100 mA 50/100/250 $\mu$ A 100/250/500 $\mu$ A  <b>Voltmeter (Multi Range)</b> 1/5/20V 5/15/30 V 15/30 V	30 Nos. 25 Nos. 25 Nos.  25 Nos. 25 Nos. 25 Nos.	

## SECTION 3: PRICE BID FORMAT FOR INDIGENOUS PURCHASES

### (To be submitted under the letter head of the bidder)

Name and address of the bidder:

Permanent Account Number (PAN): **(enclose self-attested copy)**

VAT/ TIN Number: **Quotation must invariably carry, sales tax / VAT/ TIN Number**

CST Number (If applicable):

Service tax Registration Number (If applicable):

S. No.	Description of the item to be procured	Unit	Quantity	Basic Price in Rupees (Excluding all taxes and duties)	Excise Duty %	VAT/ CST in %	Service Tax in %	Total Amount in Rupees (Inclusive of all taxes and duties)
1	Main item <i>(Individual Item wise break up price)</i>							

	<i>may be indicated)</i>							
2	Additional / Optional items/ Accessories and Spares etc., if any							
3	Installation and Commissioning Charges, if any							
4.	Packing and Forwarding Charges, if any							
5.	Freight and Transit Insurance Charges, if any							
6.	Any other charges, if any							
7.	TOTAL ALL INCLUSIVE PRICE (Supplied or Supplied, installed and commissioned at NITT on door delivery basis. (i.e., F.O.R. Destination Basis)							

**Authorized signatory of Bidder with Seal**

**Name.....**

**Designation.....**

Note 1: The quotation must be neatly typed or computer printed.

Note 2: NITT is eligible for exemption from Excise Duty and Concessional Customs Duty. Please refer the tender document. As regards Service tax, As regards, sales tax NITT is not authorized to issue C or D forms for concessional VAT. However, it can issue end user certificate for claiming concessional TN VAT.

Note 3: Wherever necessary, Price bid Format should be supported with separate sheet duly typed and signed on the letter head of the bidding firm/ company indicating details i.e., different components/ parts/ units/ sub units of the item / material /equipment with number, name and price of each sub unit/ part/ component.