

No. F5(3532)ST/MNIT/2017

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**NOTICE INVITING QUOTATIONS**

1. Registrar, MNIT, Jaipur invites sealed "QUOTATIONS" for the supply of **White Cup, File Folders & Etc.** for this Institute in Single bid system. As per schedule given below

Event	Date & Time
Download of Tender	21.09.2017
Bid submission	12.10.2017 by 2.00 PM
Quotation will be opened at	12.10.2017 at 3.00 PM
Earnest Money	Rs.7,000/- <b>(Kindly attached the RTGS details with cancelled cheque along with the Earnest Money)</b>

Quotation must be enclosed in a properly sealed envelope addressed to the MNIT, Jaipur with 1kind attention to Assistant Registrar (S&P), MNIT, Jawahar Lal Nehru Marg, Jaipur -302017 by designation and not by name. The quotations must be super scribed "Quotations for the supply of **White Cup, File Folders & Etc.**----- as called for in Tender Notice No. ----- dated \_\_\_\_\_" DUE ON----- AT -----AM/PM. The Quotation must reach on or before -----AM/ PM on or before the due date and time mentioned in the tender notice/tender document. The documents must be dropped in the tender box available in Central Store during office hours (9.30am to 6.00pm) on all working days. Bids delivered to any other place or any individual shall not be considered as valid document. Quotations sent by e-mail will not be considered valid. Tender documents may be downloaded from institute's web site [www.mnit.ac.in](http://www.mnit.ac.in) and CPPP site <https://eprocure.gov.in/epublish/app>

2. **THE RATES QUOTED SHOULD BE F.O.R. JAIPUR** inclusive of all charges e.g. packing, forwarding, transit insurance, for outside firms and free delivery at Institute stores in the case of local firms. The rates may also be quoted separately "ex-godown/F.O.R. dispatching station. In case of Ex-Godown rates, please mention your packing and forwarding charges.
3. As far as possible, quotations should be given for goods of India manufacture which are readily available. Foreign goods quoted and proposed to be supplied should be covered by normal import quota of the dealer. This institute is exempted from payment of custom duty.
4. Detailed specifications and "make" of each item should be clearly given supported by the illustrated pamphlets wherever possible. Quotations without specifying the make and other particulars may be rejected. The accessories included in the equipment should also be clearly mentioned.
5. Losses or damage in transit will be in to the account of the supplier in case of rates **F.O.R. JAIPUR.** The supplier may, if he so desires, get the goods insured and include such charges in the tendered rate.
6. The payment for the ordered items would be made after the articles have been received and found in order. **Payment will be made by RTGS. Kindly send the RTGS details and cancelled cheque along with the Invoice.**

7. Your rates should be valid at least for three months from the last date of opening of bid.
8. All legal proceedings, if necessity arises to institute may be any of the parties (Institute or Contractor/Supplier) shall have to be lodged in the courts situated at Jaipur and not elsewhere.
9. The institute is not bound to accept the lowest tender and may reject any tender or any part of the tender giving justification for such an action.
10. The rates must be quoted item-wise by giving Serial No. of our enquiry letter.
11. The quotations should preferably be sent duly typed.
12. (a) The Penalty Clause is as under :-

Should the tenderer fail to deliver the goods within the period specified in the tender form the Institute may, at its discretion, allow an extension in time subject to recovery from the tenderer as agreed liquidated damages, and not by way of penalty, a sum equal to the percentage of the value of stores which the tenderer has failed to supply for period of delay as stated below: -

(i)	Delay up to one month	1%
(ii)	Delay exceeding one month but not exceeding two month	2%
(iii)	Delay exceeding two month but not exceeding three month	5%
(iv)	Delay exceeding three month	5% for each month and part there of subject to maximum 10%

- (b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications give in the Quotations, the institute shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the institute shall be recovered from the defaulting supplier. The institute will be at liberty to recover the loss from the permanent earnest money/or any other pending claims of the supplier without prejudice to its general right to affect recovery from the supplier.
13. EARNEST MONEY: A Demand Draft/Banker's Cheque or Bank Guarantee of Rs. 7,000/- from a Commercial bank only in the name of the Registrar, M.N.I.T. and payable at Jaipur may please be sent along with your tender as Earnest Money **without which no tender shall be considered. Cheques are not accepted as earnest money amount.** No interest is paid by us on the amount of earnest money. **Kindly attached the RTGS details with cancelled cheque along with the Earnest Money.**
14. While submitting the tender, the **GST Registration No.** is to be mentioned by the bidder positively. Failing this, there bid will be treated as non responsive.
15. Specification Enclosed.

Assistant Registrar  
(Stores & Purchase)

Sl. No.	Name of Items	Qty
01	White Cup 100 ml capacity	300 Nos
02	File Folder Regzine	300 Nos
03	Laptop Bag Synthetic	300 Nos
04	Lower	200 Nos
05	Register / Note Book 150 Pages	1000 Nos

**NOTE:** ALL THE ABOVE ITEMS SHOULD HAVE COLURED LOGO OF MNIT JAIPUR AND SAMPLES OF EACH ITEM ARE ALSO TO BE SUBMITTED ALONG WITH YOUR QUOTATION OTHERWISE NOT CONSIDER IN YOUR QUOTATION

ASSISTANT REGISTRAR  
(S & P)