

**INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**  
**DEPARTMENT OF CIVIL ENGINEERING ROORKEE-247 667 (UTTARAKHAND)**  
**ENQUIRY FORM**

No.: CED/CTO-II/1882

Dated: 6/7.01.2010

To,

Quotations are invited for purchase of item(s) as shown on reverse and/or as per list attached. The last date and time of receipt of quotations are **02.02.2010** and **2.30 P.M.**

**Quotation will be opened on 02.02.2010 at 3:00 P.M.**

Representatives of the firms(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where possible, be duly supported with catalogues., pamphlets, literature of samples of the item/items as the case may be for comparing the quality and rates of the item(s). The following instructions should be strictly observed for submitting the quotations failing which the quotations shall liable to be rejected:

1. The quotations should be submitted in duplicate and on printed pad preferably with sales tax number for the firm. The duplicate copy of the quotation must bear original signature and it will be kept safely in the custody of the concerned Head of Deptt/Center/Office for any type of comparison in future.
2. The quotations should be submitted to the undersigned in sealed envelope duly marked quotations against enquiry No. .... Dated ..... due on .....’ on the comer of the envelope.
3. Quotation received after the closing date may not be considered.
4. The rates quoted should include transportation costs upto I.I.T. Roorkee clearly mentioning the percentage/rate of sales tax or all other taxes and duties inclusive and rates should be valid for at least three month from the date of opening of quotation.
5. This purchase being for research purpose, the I.I.T., Roorkee is exempted from the payment of custom/excise duty. The quotee should quote accordingly.  
*(This clause may be deleted by the Department, if not required)*
6. The rates must be quoted both in figures and words and over-writing should be avoided, however, all cutting/corrections must be duly authenticated.
7. While sending rates, the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letters against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will no; be considered.
8. The quotations should preferably be given for the items in the same order as in the enquiry letter.
9. The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Department shall have the right to accept or reject any quantity of goods ordered
10. If the supplier/'firm is manufacturer/authorized dealer/sole distributor/of any item, the certificate to this effect should be attached.
11. Normally, payment will be made on receipt of material and check with regard to quality and quantity of the material supplied and on submission of pre-receipted bill by the firm.
12. The quantity shown against each item is approximate and may vary as per demand of the Department at the time of placing order.
13. The Department reserves the right to reject any quotation wholly or partly without assigning any reason.

Sl. No	Name of items	Specifications	Quantity/ Unit
1.	<b>Thermal Conductivity Apparatus</b>	It should be able to measure the thermal conductivity of concrete specimens using Non-steady state (Parallel) Hot Wire method. It should conform to the requirements of ES:1528 (Part 16): 2007 and ISO 8894-2:1990. It should be applicable to temperatures up to as 50 degree C	One

**Note:**

1. *The Quotee should invariably specify the specification of their product in the same order.*
2. The Quotee should submit the compliance performance in the same order along with the supporting printed catalogue/leaflet of the manufacturer failing which their quotation will be rejected.

(This clause may be deleted by the Department if not required.)

**For Item above Rs. 5.0 lac.:**

The Earnest Money Deposit (EMD) at the rate of @ 2% should be demanded from the firms and should be mentioned against specifications of each item/equipment whose estimated cost is above Rs. 5.0 lac.

**For Item above Rs. 25.0 lac.:**

In case of purchase of special/sophisticated equipment costing above Rs. 25.0 lac., a performance bank guarantee for an amount equal to or more than 5% of the cost price for the duration of warranty period will be taken from the supplier/Indian agent.

Yours faithfully

**Head of the Department**

Copy to:

1. O.C. Purchase for his information and necessary action.
2. Central Purchase Officer, I.I.T., Roorkee for information.
3. Notice Boards of the Deptt./Department.
4. Caretaker
5. Guard File
6. Dr. P. Bhargava, Coordinator, Structural Engineering Group
7. Information Super Highway Centre, I.I.T. Roorkee for display on internet

**Head of the Department**