

# INSTITUTE OF MATHEMATICS & APPLICATIONS

(Established by the Govt. of Odisha)  
Andharua, Bhubaneswar-751029

Letter No: IMA/13/139 /2017

Date: 16.03.17  
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Website: <http://www.iomaorissa.ac.in>

**DIRECTOR**

## TENDER CALL NOTICE

Dear Sir/Madam,

Institute of Mathematics and Applications, Andharua, Bhubaneswar invites Sealed Tender from reputed Indian manufacturers, their authorized dealers/sole selling agents/ stockiest/ approved registered Firms for Supply of "Air Conditioner preferable Carrier Make and Stabilizer reputed company make" and "Various Furniture items as per attached annexure – Make: Godrej" and as per details shown in the Annexure-I on the following terms & conditions, so as to reach the undersigned on or before 27.03.2017 (15.00 hrs.).

The following terms & conditions should be strictly adhered to:

1. Please send your sealed tender(s)/quotation(s) or submit in the office of the undersigned on any working day between 11.00 hrs. to 16.00 hrs. on or before the last date. Tender(s) brought by post / courier after the closing date and time will not be entertained. Tender(s)/ Quotation(s) through fax /e-mail will not be entertained. The quoted rates should be valid up to 27.05.2017.
2. The envelope containing the quotation/ tender should be properly sealed and super scribed as "Sealed Tender against Tender Call Notice NO., Date and tender Item such as "Supply of Air Condition and Stabilizer" or "Furniture Make: Godrej" of. If the envelope containing the quotation is not sealed and marked as above, the Purchaser will assume no responsibility for its misplacement or premature opening.
3. The above quotation(s) will be opened on 27.03.2017 at 15.30 hrs in the Conference Hall of the Institute. The interested Vendor(s) or their authorized agents may remain present during opening of quotation, if they desire so, at their own expenses. Nobody will be allowed to participate in the opening of tenders without authorization.
4. If the above stated opening or closing date(s) happens to be Govt. holiday(s)/ BANDH, the submission/opening of the tender will be on the next working day as per the time scheduled.
5. The number and quantity mentioned in the above Tender Notice is the probable number and quantity required to be purchased. The same may be increased/decreased according to the requirement. The Director, IMA has the right to order or not to order any number and quantity of any such articles. The Director, IMA also has the right to divide/split the total order of an item among more than one party. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document. However, where the lowest acceptable bidder, against ad hoc requirement, is not in a position to supply the full quantity required, the remaining quantity as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder. Decision of the Director of

  
**ANISH**  
**DIRECTOR**  
Institute of Mathematics & Applications  
Bhubaneswar-751003

this Institute will be final and binding on all Vendors/Bidders. IMA may purchase whole items as a single unit from the lowest quoted technically qualified bidder or may divide among different technically qualified bidders quoted lowest for different items, if needed. Hence please quote your lowest possible rates for each items of the tender.

6. The total cost of the materials along with fixing/labour charges if any should be mentioned. Inspection methods and quality control standards.

7. Manufacturer's name, make, model, catalogue/part No./Code No., prices etc. of each item if any should be clearly mentioned.

8. Document supporting both past and present status of both the Manufacturer and Supplier should be enclosed. Authorization Certificate of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sell /service for the above item(s) should be enclosed along with the tender; otherwise the same will be rejected. If you are a sub-agent of a principal dealer of the main company, then a letter from the principal dealer for giving direct service to this Institute by them should be enclosed otherwise your tender(s) / quotation(s) will be rejected. Valid proofs of any orders received from various Govt. /Semi-Govt. /P.S.U. etc. for the same furniture. The satisfactory supply and installation certificate duly issued by the competent authority of the said organizations should be enclosed with the tender. Other than the rates quoted by the firms, priority of selection will be given on basis of these credential certificates.

9. Payment will be made after successful fixing/installation and satisfactory performance. No advance payment can be made for supply of the above items.

10. Technical literatures, brochures etc. supporting the above specifications or facilities. The Bidders/Vendors are requested to highlight/underline the specifications in the Technical Brochure as per the specification wanted by IMA. The company should submit all relevant drawings & sketches of each product separately in line with specifications along with the t bid.

11. Please enclose your Valid up-to-date ITCC, STCC, PAN Card and Tax Index No. (TIN) allotment copy. Sales tax/ Service tax/ VAT returns/ ITR for last 3 years. Enclose your Income tax and sales Tax clearance certificate. In case you are charging excise duty, please submit a copy of the excise license issued in your favour. It may please be noted that this Institute is exempted for paying of Customs Duty/Excise Duty (as per custom rule, only concessional custom duty will be charged) by DSIR, Govt. of India. So please send your quote without adding extra Customs Duty/Excise Duty. If selected, then the supplier has to submit every document needed by the Accounts Department of this Institute as per Govt. rule for payment.

12. Any difference or variations in the brand name or specification from our specification should be clearly mentioned. Brochure/ Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.

13. Any freebies to be supplied with the article should be clearly mentioned.

14. Service facility beyond guarantee/warranty period i.e. after sales service condition/Annual Maintenance Contract may be indicated clearly including the cost of such service and name of the firm, their financial position and past performance who will give the same service. Any difference or variation in the brand name or specification from our specification should be clearly mentioned. Brochure/ Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.


15. Tender(s) without appropriate Tender document will be rejected at the spot of opening of the tender and no reconsideration will be made.

## Godrej Office Furniture

Sl. No	Item	Quantity
1.	Double side Steel Book Rack base with Stand (Width 900mm, Height: 1850mm, Depth: 600mm (DMX Drg. - PL13-A4-20825 R0)	9
2.	Perch 3 Seater with 2 arm and without cusion (BPMIX321952HGF/BPMIX302750 HGF)	7
3.	Caferia Coffee Table Black & Red	1
4.	Genil 3 Seater FR+RR PLT SM-5( 1690*1098*707)	40

## Air Conditioner

Sl. No	Item	Quantity
1.	Air Conditioner of Carrier Make 2 ton split A/C with 5 star	6
2	Stabilizer (5.0 KVA) (Reputed company make) Input voltage range 100 - 270 v	6

  
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