



2020 URSI Regional Conference on Radio Science (URSI-RCRS 2020)

February 12-14, 2020, IIT (BHU) Varanasi, India

Conference Website: <https://conferences.iitbhu.ac.in/URSI-RCRS2020/>

Quotations

are invited

for

Supply of Refreshments at IIT (BHU), Varanasi during URSI-RCRS 2020 (12-14 February, 2020)

Tender No.: IIT (BHU)/EC/2019-2020/703

Tender Date: 15/01/2020

Last Date & Time of Bid Submission: 30/01/2020 at 05:00 PM



Department of Electronics Engineering

Indian Institute of Technology

(Banaras Hindu University)

Varanasi-221005

DEPARTMENT OF ELECTRONICS ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005

REQUEST FOR QUOTATION

Sub.: Request for Quotation for Supply of Refreshments at IIT (BHU), Varanasi

To

Dear Sir,

It is proposed to have the refreshments as specified below for the upcoming conference URSI-RCRS 2020 scheduled during 12-14 February, 2020. Accordingly, you are hereby requested to submit your valid and firm quote for supply, certification etc. for below mentioned specifications as per the terms & conditions indicated herein below in respect of the following items. Your quotation must be submitted in a sealed envelope within due date to

Dr. Somak Bhattacharyya
Convener, URSI-RCRS 2020
Department of Electronics Engineering
IIT (BHU) Varanasi
U.P.-221005

SL. NO.	Name of Items	Description / Technical Specification	Quantity
1	Refreshments	As per Annexure I-C	As per Annexure I-C

Instructions to Bidder (ITB):

Please Note:

You are requested to kindly go through the detailed Terms & Conditions mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes/IITs.

1. Please mention the enquiry no. & due date on the top of the Bid envelop.
2. Full specification and make of the item offered and its rate F.O.R. Varanasi/CIF/CIP New Delhi.
3. GST at concessional rate as applicable to IITs.
4. Your GST registration number, PAN number.
5. Conditions of supply and terms of payment.
6. If you are a manufacture of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate.
7. Please give undertaking as per Annexure-I-A, I-B and quote the price in Annexure I-D.
8. Tenders/Quotations must be sent sufficiently in advance on or before the due date and time.
9. The Bank/RTGS detail must be submitted along with the quotations/Tenders on the letter head.
10. All communications related to this tender should be addressed to the undersigned only.

Terms & Conditions

The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:

1. **Price:** The bidder needs to quote the price in price bid format (Annexure 1D).
2. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
3. **Concessional GST is applicable to IITs. Certificate** will be provided as and when required.
4. **Discounts:** The bidder need to mention clearly the exact figure of discount offered to IIT (BHU) being a premier Academic Institution and also the Percentage, if any.
5. **Concession/Exemptions:** IIT BHU, Varanasi being an academic Institute is entitled for payment of Concessional Customs Duty on import of Scientific Instruments for Academic and Research purposes in terms of *Govt. Notifications* and payment of IGST on Import. Institute will provide the required certificates as and when required.
6. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **90(Ninety) days** from the last date of submission of quotations.
7. **Delivery Terms:** Delivery Terms is FOR, IIT BHU, Varanasi destination Campus. Rates should be quoted accordingly.
8. **Delivery Schedule:** As per Annexure 1-C.
9. **Place of Delivery:** IIT BHU, Varanasi.
10. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, inspection, demonstration, Training schedule etc.
11. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
12. **Payment:** Payment will be released through wire transfer/bank RTGS transfer/Cheque after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challan(s), bank details/cancelled cheque, installation report etc. to the Department of Electronics Engg. IIT (BHU), Varanasi.
13. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @1% per week subjected to a maximum of 10% of the total value of supply order and beyond 10% subject to approval of IIT (BHU), Varanasi.
14. For any dispute, the place of jurisdiction shall be Varanasi, U.P., India only.

Sincerely Yours,

(Dr. Somak Bhattacharyya)

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

TO BE RETURNED

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
- (b) If not, please mention the same :

4. (a) Whether the prices are inclusive of Sales Tax and other taxes. : YES / NO
- (b) If not, kindly specify the amount / rate :

5. If the Sales Tax is charged extra, declaration for charging Sales Tax correctly attached. : YES / NO

6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist : Directly/Stockist/Authorized Dealer
- (b) If through a Stockist / Dealer: -
 - (i) Name and full address of the Party :
 -
 - (ii) Whether the order to be placed with the : Principal / Stockist / Dealer
 - (iii) Who will raise the bill : Principal / Stockist / Dealer
 - (iv) Cheques will be drawn in favour of : Principal / Stockist / Dealer
 - (v) Whether any Delivery, Packing and Forwarding : YES / NO

Charges will be payable to local Stockist/Dealer: (Please specify the amount/percentage etc, if any)

7. Our terms of payment (Please indicate your preference by a (✓) mark). Please note that no other payment terms are likely to be accepted.

(a) For Local Firms or if the bills are raised by the Local Dealers.

- (i) 100% Payment on bill basis :

OR

- (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.

(Only under exceptional cases)

(b) If the bills are raised by outstation Firms

- (i) 100% Payment on bill basis :

OR

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation

and satisfactory report :

OR

(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items

:

OR

(iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report.

:

OR

(v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report (Only under special Circumstances).

:

8. Whether any Excise Duty is payable on the items. : YES / NO
If yes, indicate the amount / percentage. :%

9. Whether any installation charges are payable extra. : YES / NO
If yes, amount to be specified. :

10. Whether any discount for educational institution :
offered on the printed price list of the manufacturer. : YES / NO
Please mention the amount / percentage. :

11. Whether the product is on DGS &D/D.I. Rate contract. :
If yes, please enclose a photocopy of the same. : YES / NO

12. Whether the product bears I.S.I. Mark. : YES / NO
If yes, please mention the I.S.I. License no. :

13. (a) Whether the firm is Sales Tax payer. : YES / NO
If yes, please mention the Sales Tax Numbers. :

(b) Whether the Local Dealer(s) is / are Sales Tax :
payer(s) : YES / NO
If yes, please mention the Sales Tax numbers of each :

14. Whether printed / authenticated price list of the Firm's :
Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal

TO BE RETURNED WITH QUOTATION

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to the Institute.
2. The goods on which Sales Tax has been charged are not exempted for payment of Sales Tax under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
3. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules and the same is payable to the Excise Authorities in respect of the stores.
4. The goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
5. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
6. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

***Authorised Signatory
(Seal)***

Quotations are invited in the sealed envelop for serving refreshment in URSI-RCRS 2020 scheduled during 12-14 February, 2020 to

To
 Dr. Somak Bhattacharyya
 Convener, URSI-RCRS 2020
 Department of Electronics Engineering
 IIT (BHU) Varanasi
 U.P.-221005

The menu has been specified as per the following table with date and time:

Date	Particulars with Menu
12 February, 2020	<p>1. <u>High Tea (09:30 hours for 300 people)</u></p> <p>Veg cutlet – 1 (with sauce) Paneer Pakora-1 (with sauce) Sweet (Khir-kadam 1pc) Puffed cake – 1p Tea and coffee Mineral water (Jar and bottle)</p>
	<p>2. <u>Lunch (12:30 hours for 300 people)</u></p> <p>Tandoori roti Butter Nan Dal- Rahar, Plane-rice Veg Aloo-gobhi-matar Kopta Curry Salad (green) Achar, chutni (Khatta-meetha) Papad(Tanduri) Plane curd Gulaab jamun-1 pc</p>
	<p>3. Tea and coffee with snacks & biscuits along with Mineral Water (15:30 hours)</p>

	<p>4. BANQUET DINNER (19:30 hours for 400 people)</p> <p>Welcome Drink: 1. Milk & Coffee, 2. Soup & Sweet Corn</p> <p>Snacks: 1. Honey Chilly Potato, 2. Hariyali Kabab</p> <p>Tongue Twister: 1. Golgappa, 2. Tawa Tikka chat, 3. Tomato Chat</p> <p>Main Course: Butter NAN, Laccha NAN, Matar Kachouri, Veg Biryani,</p> <p style="padding-left: 40px;">Dal Fry: chana/ Mixed</p> <p style="padding-left: 40px;">Veg: Aloo Udaypuri</p> <p style="padding-left: 40px;">Paneer Lababdar</p> <p>NON-VEG: Chicken Butter Masala, Fish-Kalia</p> <p style="padding-left: 40px;">Chutni: Green, Amawat Kagur</p> <p style="padding-left: 40px;">Achar: Mixed & Mango</p> <p style="padding-left: 40px;">Papad Fry</p> <p style="padding-left: 40px;">Salad: Green, Russian, Ankuri (2 items), Macorni</p> <p style="padding-left: 40px;">Dessert: Gajar halwa, Hot Kalajamun</p>
13 February, 2020	<p>1. Tea and coffee with snacks biscuits (10:30 hours)</p> <hr/> <p>2. <u>Lunch (12:30 hours for 300 people)</u></p> <p style="padding-left: 40px;">Butter Nan</p> <p style="padding-left: 40px;">Urad kachuri</p> <p style="padding-left: 40px;">Dal-chana(Fried)</p> <p style="padding-left: 40px;">Peas Rice</p> <p style="padding-left: 40px;">Veg- (Aloo-palak-Varta)</p> <p style="padding-left: 40px;">Curry matar-paneer makhani</p> <p style="padding-left: 40px;">Dahi pakora</p> <p style="padding-left: 40px;">Salad achar</p> <p style="padding-left: 40px;">Chatni</p> <p style="padding-left: 40px;">Papad-fry</p> <p style="padding-left: 40px;">Sweet-Rasgolla</p> <hr/> <p>3. Tea and coffee with snacks biscuits (15:30 hours)</p>
14 February, 2020	<p>1. Tea and coffee with snacks biscuits (10:30 hours)</p> <hr/> <p>2. <u>Lunch (12:30 hours for 275 people)</u></p> <p style="padding-left: 40px;">Stufed. Non</p> <p style="padding-left: 40px;">Buffer Roti</p> <p style="padding-left: 40px;">Dal Palak makhani</p> <p style="padding-left: 40px;">Jira Rice</p> <p style="padding-left: 40px;">Mixed vegetable</p>

	Chana Mushroom Curds Dohi Budia Salad Achar Chatni Papard Sweet: Kheer or Any Sweet
	3. Tea and coffee with snacks biscuits (15:30 hours)

The vendors must note the following:

1. The food items should be served from at least 4 parallel counters in all the times mentioned.
2. Please note that the vendors must also provide the proper tenting/ shamiana/ housewall arrangement with dimension of 30 ft × 75 ft.
3. There should be at least 20 tables and 50 chairs available during lunchbreak on all the days.
4. For banquet, at least seating arrangements of 250 people should be provided along with 20 tables and 4 round tables.
5. During banquet, carpet/ mat on stage should be supplied for decorating the stage.
6. The number of heads can vary by 50 during all the times.
7. The charges quoted should be inclusive of GST (CGST & SGST) and TDS.
8. Please make sure sufficient mineral water should be available throughout the conference duration.
9. The provider must have food license.

Dr. Somak Bhattacharyya
Convener, URSI-RCRS 2020

PRICE SUBMISSION FORM

Reference No.:

Date:

Name of the Bidder: M/S

Particulars	Quantity	Price per unit (INR)	Total Price (INR)
High Tea (12/02/2020)			
Lunch (12/02/2020)			
Tea and coffee with snacks biscuits (12/02/2020)			
Banquet (12/02/2020)			
Tea and coffee with snacks biscuits (13/02/2020)			
Lunch (13/02/2020)			
Tea and coffee with snacks biscuits (13/02/2020)			
Tea and coffee with snacks biscuits (14/02/2020)			
Lunch (14/02/2020)			
Tea and coffee with snacks biscuits (14/02/2020)			
Other charges, if any			
Total Price			
Total Price (In Words)			

Price quoted is firm and final with validity as per the terms of IIT (BHU), Varanasi tender terms.

Signature of Authorized Person with Seal & Date