



अनुसंधान एवं विकास अनुभाग, भारतीय प्रौद्योगिकी संस्थान रोपड़  
Research & Development Section, Indian Institute of Technology Ropar  
Rupnagar, Punjab-140001, Ph. 01881-231149, E-mail: purchase.rnd@iitrpr.ac.in  
GSTIN No. 03AAATI7702D1Z8 | PAN No. AAATI7702D

पत्रावली सं./File No.

तारीख/Date:

**NOTICE INVITING QUOTATION**

Dear Sir/Madam,

IIT Ropar intends to purchase the following item from you :

S/N	Description	Qty

You are, therefore, requested to send your offer superscribed as "**Quotation for <Equipment Name>**" addressed to "**The Assistant Registrar**" IIT Ropar on the following address:

The Assistant Registrar, R&D Section  
M Visvesvaraya Block, IIT Ropar  
Rupnagar-140001

The quotation supported with the following documents in appropriate formats should positively reach us within 15 days:

- Following documents from the principal: i). Authorization certificate, (ii). Proprietary certificate and (iii). Country of origin
- Following declarations/certificates in the appropriate formats are required:  
(i). Bordering country, (ii). Local content, (iii). Price certificate and (iv). GST/PAN details.
- Copies of the POs issued by educational institutes, preferably Govt (if available).
- EMD of ₹\_\_\_\_\_.**00 through online payment to the following SBI bank a/c: 'IIT Ropar R&D Account', A/c No. 32325870435, IFSC Code: SBIN0013181, safeguarding the purchaser's interest in all respects.

Please take note of the instructions overleaf before submitting your offer.

(सहायक कुलसचिव/Assistant Registrar)  
अनु. एवं वि. अनुभाग/R&D Section

**प्रतिलिपि/CC to :**

Indenter:

Department:



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**निर्देश / INSTRUCTIONS**

**1) Delivery Term**

Rates offered should be on FOR IIT Ropar basis in case of indigenous items and on FOB basis in case of imported items with separately mentioning CIP charges.

**2) Payment/PBG**

**For order value upto Rs. 10 Lakhs:** Within 30 days from the date of receipt of material and inspection at IIT Ropar.

or

**For order value above Rs. 10 Lakhs:** 90% payment will be made within 30 days from the date of receipt of material and inspection at IIT Ropar and balance 10% after successful installation of software/equipment and submission of performance bank guarantee of 10% value valid for the warranty period plus 3 months.

**3) Warranty**

Warranty period should be clearly mentioned and also the parts covered under it. Warranty will be considered from the date of successful installation.

**4) Customs Duty**

IIT Ropar is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the company (no certificate will be issued to third party): The procured product should be used for teaching, scientific and research work only.

a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists), b) Forwarder details i.e. Name, Contact No., etc., c) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable, d) Supply Order Copy, e) Proforma-Invoice Copy.

**5) Validity of offer**

The offer should be valid for a period of atleast 90 days from the date of opening of bids.

**6) Service Facility**

Please mention about the service set up in India and how capable you are to provide after sales service.

**7) Brochure/Templates**

The suppliers must support the quoted specifications with the help of original printed manuals of the equipments and must highlight the specification details in the original manual.

**8) Liquidated Damages**

In case the firm fails to execute the supply as per the purchase order in whole or in part as per the terms and conditions of PO, IIT Ropar can impose the penalty @1% per week of the undelivered stores, subject to a maximum of 10%. It will also be open to the institute to procure the required item(s) from any other source at the risk and expense of the firm.

**9). Acceptance of Terms & Conditions:**

Bidders must confirm the acceptance of all the terms and conditions of this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.

**10). Spares:**

The spare parts/wear & tear consumables, if any, required for trouble free operation of equipment to be quoted separately giving the full nomenclature, rate, quantity and shelf life of each item.

**11). Training:**

If required, should be included in your offer without any extra cost.

**12).Banker's details:**

Name and address of the banker of your company should be mentioned.

**13). Country of origin:**

Country of origin of the quoted item should be mentioned in the offer in case of imported item.

**14). Jurisdiction:**

The Courts of Rupnagar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/ contract. It is specifically agreed that no Court outside and other than Rupnagar court shall have jurisdiction in the matter.



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<On Organization Letter Head>  
From the Principal

**Annexure-A**

Enquiry Letter No. :

Date:

It is certified that the quote product is our proprietary items with following unique features:

\_\_\_\_\_  
\_\_\_\_\_

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_



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**Annexure-B**

<TO BE PROVIDED BY OEM ON LETTERHEAD>

DECLARATION OF COUNTRY OF ORIGIN

(To be given on Company Letter Head – For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/ Cost Auditor/ Cost Accountant/ CA for tender value above Rs.10 Crores)

To,  
**The Registrar,**  
**Indian Institute of Technology Ropar**  
**Rupnagar, Punjab - 140001**

**Subject: - Declaration of Country of Origin**

Tender Reference No:

Name of Tender/ Work:

1. Country of Origin of Goods being offered: \_\_\_\_\_ (OM No. 6/18/2019-PPD dated 23.07.2020)

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours faithfully,

(Signature of the bidder, with Official Seal)



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Annexure-C

<On Organization Letter Head>

(For Goods/ Services Contracts)

<CERTIFICATE>

Tender No. ....

Date: .....

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is not from such a country.

**OR (whichever is applicable)**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that this bidder is from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Signature of Bidder/ Agent

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



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**Annexure-D**

**DECLARATION OF LOCAL CONTENT**

To,  
The Registrar  
Indian Institute of Technology Ropar  
Rupnagar, Punjab - 140001

Subject: - Declaration of Local Content

Tender Reference No.:

Name of Tender/ Work:

1. We hereby declare that items offered has \_\_\_\_\_% local content (DPIIT OM No. P-45021/2/2017-PP (BE-II) dated 16.09.2020) & (DPIIT OM No. P-45021/102/2019-BE-II-Part(1) (E-50310) dated 04.03.2021)

2. Class of Supplier: ☐ Class - I  
☐ Class - II

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours faithfully,

(Signature of the bidder, with Official Seal)



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**Annexure-E**

**<On Organization Letter Head>**

Tender No. :- .....

Date:- .....

It is certified that the rates being charged from IIT Ropar for the quoted item is/are not more than the rates being charged from similar Govt Institutes in India.

Signature of Bidder/ Agent

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_