

General Guidelines and Instructions to Suppliers

1. The **quotation document need to be addressed** to the Purchaser at the following address :

**Director, College of Engineering, Pune,
(TEQIP office), Shivajinagar, Wellesley Road Pune –411 005.**

2. **Envelope** containing the Quotations should be properly sealed and shall bear the following details:

- a. TEQIP-II Project,
- b. The Invitation for quotations title (i.e. Item Name)
- c. Invitation for quotations i.e. PMSS Item code, on the front side of envelope along with a statement "Do not open before 21st July 2016 at 15.00 Hrs"

3. **Deadline for Submission of quotations**

- a. Last date of submission of quotations:- 21st July 2016 at 12.00 Hrs.
- b. In the event of the specified date for the submission of quotations being declared a holiday for the Purchaser, the quotations will be received up to the appointed time on the next working day.

4. **Late Quotations**

Any quotations received by the Purchaser after the deadline for submission of quotations prescribed by the Purchaser, pursuant to ITB Clause 19, will be rejected and/or returned unopened to the supplier

5. **No credit** will be given to earlier deliveries and quotations offering delivery beyond the stipulated delivery period will be treated as non-responsive.

6. **Sealing and Marking of quotations**

The supplier shall seal the original copy of the quotations in envelopes, duly marking the envelopes with the address of the Purchaser at the following address:

**Director, College of Engineering Pune, (TEQIP office) Shivajinagar,
Wellesley Road, Pune – 411005**

7. **Contact information of the quotations**

Supplier must provide the contact details such as Contact Person, Complete address, Tel. No. / Mobile No. E-Mail ID, TAN No., TAX No, PAN No.

8. **Total offer amount** for item in the quotation

All the taxes, levies, Duties, AMC's and various overhead charges if any, shall be mentioned while submitting the offer.

9. **Supporting Documents**

Completion Certificates of past supplies , Warranty/ Defect Liability, Drawings, Dispute Resolution, Arbitration, Force Majeure, Historical data in relation to the tender like annual reports, turn over detail etc can be submitted with the quotations, as a supporting document.

10. **Laws governing the contract**

- a. The contract is governed by the laws of India in force.
- b. The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
- c. Irrespective of the place of delivery, the place of performance or place of payment under the contract or the place of issue of advance intimation of acceptance of tender, the contract shall be deemed to have been made at the place from where the acceptance of the tender has been issued.

11. Currency and other conditions

- a. The Prices should be quoted in Indian Rupees only.
- b. The delivery of the items must be at the College of Engineering, Pune.

12. xii) Award of Contract

- a. Notwithstanding the above mentioned conditions, the Purchaser reserves the right to accept or reject any quotations and to cancel the procurement process and reject all quotations at any time prior to the award of contract

13. Schedule for Shopping Procedure

IFB No. TEQIP-II/MH/MH2G02/

Date of Invitation: 11th July 2016 at 10.30 Hrs

Last date for submission of quotation: 21st July 2016 at 12.00 Hrs.

Time and date of opening of quotation: 21st July 2016 at 15.00 Hrs.

Venue for Opening of quotations:

Seminar Hall 2, Main Building, College of Engineering, Pune,
Shivajinagar, Wellesley Road, Pune.