

Ref. No. IIMT/2020-21/QUO/Pur/NB/KH/12

03rd August 2020

Sub: Quotation for Supply of Notice Boards & Key Holders – Reg

Dear Sir / Madam,

You are requested to quote your lowest rate for the items as per brand and specifications mentioned below:

Sl. No.	Description	Total Amount (Rs.)
1	Supply of Notice Boards & Key Holders (As per list enclosed in Annexure I)	
	GST@_____ %	
	Freight Charges	
	Total amount including GST & Freight Charges	

Terms & conditions:

1. The above cost should be inclusive of Supply, Installation, Testing, Commissioning of Notice Boards & Key Holders. GST should be quoted separately.
2. *The lowest price will be considered amongst the bidder only based on the base price excluding freight charges and GST.*
3. *The Bidder(s) should quote rate for all the items otherwise the quote(s) will not be considered.*
4. Delivery & Installed at:
Stores and Purchase Department, 2nd Floor of Admin Block,
Indian Institute of Management Tiruchirappalli, Trichy- Pudukkottai Main Road,
Chinna Suriyur, Tiruchirappalli – 620 024.
Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 2505121/22
5. Tax will be deducted as per rule in force.
6. The brand & specification mentioned in the quotation should be same.
7. Delivery & Install: within 15 days from the receipt of purchase order. If the agency/firm fails to deliver within the delivery period, the purchase order may be cancelled.
8. Payment: 25 days from the date of delivery & installation of items along with submission of Invoice / Bill.
9. Tax will be deducted as per rule in force.
10. Any legal disputes that may arise shall be subject to the jurisdiction of Madurai Bench of Madras High Court
11. GST Number of IIM Tiruchirappalli is 33AAAAI5004R1ZO
12. The vendor should be a GST registered vendor and GST Number should be mentioned in the quotation.

Quotation should be submitted in the sealed cover super scribing “**Quotation for Supply of Notice Boards & Key Holders**” addressed to, “The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Suriyur, Trichy – 620 024 to reach us on or before **3.00 PM, 24th August 2020.**

R. Ravikumar
Administrative Officer (A, S&P)

[Signature]
03/08/2020



भारतीय प्रबंध संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

(An Institute of National Importance, Ministry of HRD, Government of India)

तिरुचिरापल्ली - 620 024, तमिल नाडु, भारत

Tiruchirappalli - 620 024, Tamil Nadu, India

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Annexure – I

S. No.	Item	Qty.	Rate per Unit	Total Amount
1.	Notice Board Sliding glass cover pin board – 1200 * 1800 <ul style="list-style-type: none">• Blue Color Special Plastic Foam• Water Proof Surface• Lockable• Strong Aluminum Frame 30 mm x 50 mm• Steel Cover provided at the back to hang on the wall Brand: Alkosign Model No: ASGPB 120180	02 Nos.		
2.	Key Holder for 100 keys with key chains Brand: Alkosign Model No: AKB100	02 Nos.		
3.	Key Chain Holder for 45 Keys with key chains Brand: Alkosign Model No: AEKB 45	02 Nos.		
Total Amount excluding GST				
GST@__%				
Freight Charges				
Total Amount Including GST & Freight Charges				


R. Ravikumar

Administrative Officer (A, S&P)