

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati - 781 039(India)

Phone: (0361) 2582061, Fax: (0361) 2692771



NOTICE INVITING QUOTATION

**NIT No. IITG/IPM/NIT/R/ 2025-26/27,
Dated 26.06.2025**

NAME OF WORK

Repairing of AV Items at Conference Center of IITG



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati - 781 039(India)

Phone : (0361) 2582066/2582918 Fax : (0361) 2692771

Date:

Detailed NOTICE INVITING QUATATION for the work “**Repairing of AV Items at Conference Center of IITG** North Guwahati, vide NIQ IITG/IPM/NIT/R/ 2025-26/27 dated 26.06.2025. is issued to,

M/s/Sri

Address

.....

.....

**HOS, Maintenance
IPM Section**



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NOTICE INVITING QUOTATION

No. IITG/IPM/NIT/R/ 2025-26/27 dated 26.06.2025

Sealed quotations are invited from experienced & competent contractors for the following work. Quotations will be received upto 02.07.2025 at 2.30 PM and will be opened on the same day at 3.00 P.M. in presence of intending quotationer or their authorized representatives. If the quotations cannot be received and opened on the particular day, the same will be received / opened on the next working day for which no separate communications will be made.

Name of Work : Repairing of AV Items at Conference Center of IITG

Item of Work : As given at Annexure-A.

Terms & Conditions : As given at Annexure-B.

Period of Completion : Ten (10) days from the date of issue of the work order.

Date of availability of tender

Paper in IITG Website : From 26.06.2025 to 02.07.2025

The acceptance of quotation will rest with the Authority of IIT Guwahati who does not bind itself to accept the lowest quotation & reserves itself the right to reject any or all the quotations received without assigning any reason thereof.

**HOS, Maintenance
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ANNEXURE-B

SPECIAL TERMS AND CONDITIONS

1. The work shall be completed within Ten (10) days from the date of issue of work order.
2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered. Any column left blank in the NIQ will be considered as incomplete tender and the tender will be rejected for which no communication will be made.
3. All the pages of tender documents must be signed with date by the quotationer.
4. The rate should be inclusive of all Taxes & duties, loading, unloading and transportation to IITG campus.
5. Payment will be made only after successful completion of work. 3% of the bill Value will be deducted as Security Deposit and will be released after Twelve months. No interest shall be paid on security deposit. The Vendor shall have to rectify the defects/replace the parts at his own cost, for defects identified during the period of warranty.
6. Six (6) Month's Period of Liability from the Date of Issue of Completion Certificate will be applicable for repaired/replaced parts.
7. Should have running office at Guwahati.
8. Copy of PAN card, GST Registration certificate should be submitted along with the quotation
9. Must have experience of AV/Electrical service work at Government organization or PSU or Autonomous/ reputed Institutions. Equipment must be repaired or replaced though authorized genuine service provider only.
10. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the quotation or not. If any such report from the client is found to be unsatisfactory, the quotation is liable to be rejected.
11. The quotation shall be submitted at IPM Section office during office hours only.
12. The contractor shall arrange all the equipment, machineries etc. required for the works for which no extra charges will be paid.
13. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting

the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.

14. IIT Guwahati does not bind himself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part for whole at the discretion of competent authority of the Institute.
15. The Institute reserves the right to stop the work or decrease the items if found necessary at any time.
16. All legal disputes will be subjected to jurisdiction of Guwahati, High Court only.
17. All the general terms & conditions of contract as followed by the institute shall also be applicable.

HoS, Maintenance IPM

To

**Head Maintenance, IPM Section
Indian Institute of Technology Guwahati
Guwahati-39**

Sub: Submission quotation for the "Repairing of AV Items at Conference Center of IITG"

Dear Sir,

I/we do hereby submit our quotation for "Repairing of AV Items at Conference Center of IITG" as per Notice Inviting Quotation **No IITG/IPM/NIT/R/2025-26/27, Dated 26.06.2025**. The rates quoted by me/us are for the whole works in accordance with Notice Inviting Quotation and Terms & Conditions.

Name of Firm/ Contractor:

Address for correspondence:

Signature of Contractor with seal:

Contact Phone No-