



**प्लाज्मा अनुसंधान संस्थान**  
**INSTITUTE FOR PLASMA RESEARCH**  
**परमाणु ऊर्जा विभाग, भारत सरकार का एक सहायता प्राप्त**  
**संस्थान**  
**An Aided Institute of Department of Atomic Energy,**  
**Government of India**



इन्दिरा पुल के पास, भट, गांधीनगर - 382 428 भारत  
दूरभाष: (079) 2396 2020/2021/2028  
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वेब: [www.ipr.res.in](http://www.ipr.res.in)

NEAR INDIRA BRIDGE, BHAT  
DIST. GANDHINAGAR - 382 428 (INDIA)  
Phone: (079) 2396 2020/2021/2028  
Fax : 91-079-23962277  
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### ENQUIRY

ENQUIRY NO : IPR/EQL/19-20/417  
Date : 27-02-2020

**Due on : 09-07-2020 by 1:00 PM IST**

Reminder-1 Dt: 20-04-2020

Reminder-2 Dt: 19-05-2020

Reminder-3 Dt: 02-07-2020

Please send your offer in sealed envelope specifying Enquiry No, Date & Due Date, ALONG WITH your credentials for the following items:

**Important Note:**

Please note that e-mail quotations are not acceptable however you may send your queries (if any) to [localpurchase@ipr.res.in](mailto:localpurchase@ipr.res.in)

Please ensure your sealed quotation reaches this office not later than above mentioned due date and time.

Kindly go through the following documents properly before quoting which are available on the IPR web portal i.e., [http://www.ipr.res.in/documents/tender\\_terms.html](http://www.ipr.res.in/documents/tender_terms.html) / attached herewith.

- 1) Instructions to the bidders & Terms and conditions (refer Form No: **IPR-LP-01.V4**)
- 2) Bidding format

**GST for Goods and Services (IGST/CGST/SGST TAX BENEFITS):** Please refer **clause no: 8** of Form No: **IPR-LP-01.V4**

### QUOTATION SHOULD BE ADDRESSED TO PURCHASE OFFICER ONLY

Sr No	Description	Quantity
1	Supply, stitching and fixing of cloth curtains along with SS rods and hardware accessories for IPR guest house as per attached specifications.	1.0 Lumpsum

Note: 1. Delivery Time : 45-60 days.  
2. TDS as per CGST Act: As per provisions of section No. 51 of the CGST Act 2017, TDS @2% (IGST 2% or CGST 1% and SGST 1%) will be deducted while

making payment to the suppliers where total value of orders/contracts/work orders exceeds Rs. 2.5 lakhs, in the event of order in Indian Rupees. Necessary TDS Certificate will be issued to the supplier after TDS deduction.

Encl: As Per Attachment

**Information to Vendors:** We are working towards a single platform for our future requirement. Hence, please refer IPR website i.e, <http://www.ipr.res.in/documents/tendersenq.html> for our future requirement.

**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHINAGAR – 382424**

BILL OF QUANTITY FOR PROVIDING & FIXING OF CURTAINS AND CURTAIN RODS AT IPR GUEST  
HOUSE, IPR CAMPUS, BHAT, GANGHINAGAR

Sr. No.	Description	Unit	Quantity	Rate in Rs.	Amount in Rs.
1	Supply and Installation of curtains and accessories as per the specifications and terms given hereunder.				
	(i) Finished size 4.5 feet x 7.5 feet	No.	37		
	(ii) Finished size 2.5 feet x 5.0 feet	No.	02		
	(iii) Finished size 2.5 feet x 7.5 feet	No.	12		
	(iv) Finished size 2.5 feet x 9.25 feet	No.	08		
<i>Total amount for this work</i>					
<i>Please indicate % of applicable GST</i>					
2	Supply & fixing of Stainless Steel - 304 Curtain Rods 25mm dia and 1.20 mm wall thickness with required numbers of wall brackets (heavy duty of required numbers & sizes), SS finials, SS conceal sockets, SS screw etc., complete in all respect as approved and instructed by the IPR. The contractor has to submit a sample along with the tender with no extra charge. (The length of the rod is out to out dimensions of the rod including finials on both the sides)				
	(i) 12.25 feet with SS conceal sockets and brackets	No.	16		
	(ii) 5 feet with SS conceal sockets, SS finial and brackets	No.	01		
	(iii) 19 feet with SS finial and brackets	No.	01		
<i>Total amount for this work</i>					
<i>Please indicate % of applicable GST</i>					

Date:

Place:

(Signature with seal of the Supplier)

✓

**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHINAGAR – 382424**

**Technical Specifications for installation of curtains at IPR Guest House**

**a) Overall Scope of Work:**

Supply, stitching & fixing of cloth curtains for IPR Guest House as per the specifications and the terms and conditions given by IPR.

**b) Specifications for supply:**

1. Curtains of the IPR Guest House properly fitting the specific sizes as described in the schedule of supply and meeting the specifications as under:
2. Main cloth composition of polyester (range 50 to 70%) & cotton (range 25 to 50%) and (260-350 GSM)
3. Back-cloth of 100% polyester (100-130 GSM)
4. Suggested brands are only indicative, bidders should convince IPR that the material is of the right quality
5. The stitched curtain should have double fold of 1 inch at both the sides and 5 inches at top and bottom.
6. Washing Requirement: Curtain must be washable by machine/hand wash
7. Curtain rods with rings with lock pattern and necessary hardware accessories (viz. Rings, Canvas, Locking patti etc.).
8. Color, pattern and design of curtain cloth and back- cloth will be decided by IPR
9. Maintain high aesthetic standards: matching color of threads, proper size, shape and looks of the installed curtain
10. Handling, loading, transportation to IPR guest house, unloading etc.
11. Fitting/installing of the curtain rods & curtains.
12. 54 inch wide cloth will make 20 to 22 inch size finished curtain.

**c) Important Technical Terms & Conditions:**

1. Bidders should have completed at least one order with a value of Rs.1.00 lakh and above during past 5 years with a Govt/Corporate sector. A copy of the Purchase Order along with completion certificate must be attached.
2. The supplier has to take prior approval in writing before starting the stitching activity.
3. The supplier has to submit a few sample clothes along with the tender with no extra charge for quality approval.
4. The supplier will be responsible for complete job of supply, stitching & fixing of curtains within 45-60 days from the date of issue of Purchase Order.
5. The indicative brands for clothes are D-Decor/GM Fabrics/DC Furnishing or brands of similar quality.
6. The stitching of curtains will be done as per pattern, colour & clothes as approved by the IPR.



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7. The requirement of hardware accessories may be assessed and supplied as per requirement at site.
  8. The supplier should quote his rates separately for (1) and (2) under Bill of quantities (BoQ) for complete job for supply, stitching & installation of curtains along with necessary hardware accessories as per the specifications and transportation at site. The quotations for partial job shall not be accepted and considered for further evaluation.
  9. The supplier must indicate the rate of applicable GST separately for (1) & (2) under BoQ. Hence, the rates should be exclusive of GST.
  10. The samples of all the materials shall be approved before execution of the work.

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**INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS**

1. The Quotation and any order resulting from this enquiry shall be governed by our Conditions of Contract/Purchase Order and supplier quoting this enquiry shall be deemed to have read and understood the same in toto.
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by IPR unless our specific written acceptance thereof is obtained.
3. **Quotation:** Quotation should be submitted in the prescribed QUOTATION FORMAT attached with this Enquiry and the same should be submitted to the Purchase Officer, IPR in a sealed envelope superscribing the same with our enquiry No., date, due date and brief description of item on or before the due date. Late/delayed/incomplete/unsigned quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 90 days from due date for placing order. IPR is not bound to accept lowest rate/s. IPR reserves the right to place on one or more parties. The scope of supply includes insurance by the Contractor/Supplier.
4. **Specifications:** Material should be offered strictly confirming to our specifications/drawings. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on drawings should be obtained before submitting quotation.
5. **Terms of Prices:** Quotation should be submitted on door delivery basis without extra charge wherever possible. For quotations on Ex-Works, Ex-godown basis the approximate packing and forwarding charges should be indicated by the supplier. In the case of local suppliers, the material is to be delivered at our stores free of charge.
- 5.1 In respect of tenders on Ex-works basis, in case the tenderer has not mentioned in the offer packing, forwarding and transportation charges for safe delivery up to Purchaser's site, 2% of the price quoted towards packing (in respect of both local and outstation firms), 1% of the basic price quoted towards safe delivery charges in respect of local tenderer and 3% of the basic price quoted towards safe delivery charges in respect of outstation firm will be added for comparison of offers on safe door delivery at Purchaser's site.
- 5.2 Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
6. Tender should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected. If there is a discrepancy between the unit price and total price, unit price shall prevail.
7. IPR shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rate quoted.
8. **Goods & Services Tax (GST):** The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.
  - a) **GST for Goods (IGST/CGST/SGST TAX BENEFITS):**

IPR is entitled to avail tax benefit as per the following notifications issued by Ministry of Finance, Department of Revenue, Government of India:

(1) No: 47/2017-INTEGRATED TAX (RATE) DATED 14/11/17 for IGST

(2) No: 45/2017-CENTRAL TAX (RATE) DATED 14/11/17 for CGST

And,

IPR is entitled to avail tax benefit as per the following notifications issued by Finance Department, Government of Gujarat:

(1) No. 45/2017-STATE TAX (RATE) DATED 15/11/17 for SGST

As per above notifications IPR will bear only 5% IGST for procurement of goods from outside Gujarat & 2.5% CGST and 2.5% SGST (total 5%) for procurement of goods within Gujarat. Vendors are required to charge tax as per these notifications while quoting/supplying the goods. Deviations, (if any) should be clearly mentioned in the quotation/offer.
  - b) **GST for Services:**

As applicable. **Specify the SAC codes wherever services are involved.**
9. **Earnest Money Deposit (EMD):** Tenderer should furnish EMD if asked for by the Purchaser.
10. **Delivery Date:** Delivery period is essence of the Contract. Supplier must indicate the firm delivery date by which the materials will be dispatched/delivered by them from the date of our order. Delivery period shall be clearly indicated against each item separately.



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11. **Price/ Purchase Preference:** Purchase/Price preference to industries will be given as per the policy of the Government of India in force at the time of evaluation provided their offer is in compliance with the conditions of the policy.
12. **Liquidated Damages:** The successful Vendor/Bidder should pay liquidated damages @ ½% (half percent) of the total contract/order value for the delay of each week in the scheduled date of completion of the work envisaged in the Contract/Purchase Order subject to a maximum of 5% (Five percent) of the total Contract/Order value.
13. **Inspection:** Materials on its arrival at IPR will be inspected by our Engineer/Stores Officer, and his decision in the matter will be final. However, where the items are required to be inspected at the Suppliers Premises, Supplier has to give advance notice to the Purchase regarding readiness of the material to enable Purchase/Stores section to depute his representative for inspection.
14. **Payment:** Payment will be arranged for accepted materials only within 30 days from the date of receipt of materials at IPR and bills in our accounts section, completed in all respects.
15. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
16. **Guarantee:** The Stores offered should be guaranteed for a minimum period of twelve months, from that date of acceptance, against defective materials, design, workmanship, operation or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notifications. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.
17. **Performance Bank Guarantee:** If demanded by IPR, the successful bidder will have to furnish Performance Bank Guarantee for 10% of the order value (basic price) from a Nationalised/Scheduled Bank/State Bank of India, valid throughout the Guarantee/Warranty period. The scheduled banks approved by IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. Bank Guarantees submitted other than from banks approved by IPR will not be accepted.
18. **Security Deposit:** If demanded the successful Bidder will have to furnish to the Purchaser an interest free security deposit for 10% (Ten percent) of the order value in the form of Bank Guarantee of an equivalent amount from a nationalized/ scheduled Bank/State Bank of India within 15 days from the date of LOI/Purchase order and the said Guarantee should be valid till the goods are accepted by IPR. The scheduled banks approved by IPR are Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank. Bank Guarantees submitted other than from banks approved by IPR will not be accepted. The Security deposit shall be forfeited in case the selected Bidder does not start the work within the time limit specified or fail to complete the work within the stipulated delivery period or fail to comply with any of the terms and conditions in the purchase order/contract. On successful completion of scope of work and its acceptance by IPR, supplier should send a letter to the Purchase Officer to return the original BG.
19. The Contractor/Supplier shall at all times indemnify the purchase against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade Mark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contract.
20. **Free Issue Material (FIM ):** Successful tenderer will have to arrange insurance showing beneficiary as “Institute for Plasma Research” at their risk and cost towards adequate security for the materials/property provided/issued by the Purchaser as Free Issue Material for the due execution of the contract.
21. The Director, IPR reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reason.
22. **Jurisdiction:** The contract shall be governed by the Laws of India for the time being in force. The Courts of Gandhinagar only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Contract/Purchase Order.

(This need to be printed in Bidders letter head)

1. Please quote with complete technical details.
2. Quotation should be submitted with below (Quotation format) else IPR shall not consider the offer submitted by the vendor for further evaluation

NAME OF PARTY : \_\_\_\_\_

ENQUIRY NO: \_\_\_\_\_ DUE ON: \_\_\_\_\_

QUOTATION No. & DATE : \_\_\_\_\_

Currency of Quotation: **Indian Rupees**

Sr. No.	Item Description	HSN/ SAC Code	Quantity	Unit Rate (Basic)	Packaging & forwarding (P&F)	Applicable GST	Rate (incl P&F and GST)	Total Value
			a	b	c	d	e= b+c+d	f = a x e
1								
2								
3								
4								

Sr. No.	PARTICULAR	Remarks
I.	Ex-works / FOR Destination	
II.	Freight	
III.	Insurance	
IV.	Delivery Period	
V.	Payment (IPR terms will apply)	
VI.	Guarantee / Warrantee	
VII.	Validity Period	
VIII.	Discount (if any)	
IX.	Remarks	

Note: Enclose technical compliance sheet with your quotation Fill in the all applicable details.

Place:

Authority Signatory

Date:

Company Seal

**Bidder should submit the copy of GSTIN / ARN Certificate along with the offer  
Bidder should specify the SUPPLY and SERVICE rates/ charges separately wherever applicable**