

Necessary Terms and Condition to be put in the NIQ/NIT Document

1. IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or fully) and necessary “Custom Duty Exemption Certificate” can be issued after providing following information.
 - a. Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists)
 - b. Forwarder details i.e. Name, Contact No., etc.

Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute and Bills of Entry should be submitted to IIT Delhi later on.
2. Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
3. If the bidder is an authorized dealer of any manufacturer, the authorized Indian dealership certificate from the principles should be enclosed. Similarly, proprietary certificate for proprietary items should be provided.
4. IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information are required.
 - a. Quotation with details of Basic Price, Rate & Amount on which ED is applicable.
 5. Please quote prices of imported items at FOB (Freight on Board) IIT Delhi inclusive of all taxes, freight, delivery, installation and onsite training charges. The quotation should provide the total price of the system including all taxes and transportation charges.
 6. In case IIT Delhi is imposed with demurrage charge due to import on CIF, the entire demurrage charge has to be borne by the Indian Agent of foreign supplier.
 7. Three years comprehensive warranty be provided and AMC price beyond 3 years should be mentioned separately.
 8. Payment Options (any one to be chosen by the Department/ center)
Letter of Credit: 90% payment against shipping documents & balance 10% after satisfactory installation. For large purchase i.e. costing over Rs. 1 crore, 100% payment be made through LC.
Sight Draft: Payment against documents through bank.
Against Delivery: Payment by wire transfer after receipt of material.
Advance payment: pre-payment by wire transfer (for orders less than Rs. 5 lakh)
 9. Delivery period: within 1 month from the issue of supply order.
 10. The quotations must have validity of at least three months.
 11. The products will be used for educational purposes. Any applicable academic institution discounts should be offered and stated clearly.
 12. Authority of IIT Delhi reserves the right to reject any or all quotations without assigning any reasons.