Quotation

From,
The Director, National Dairy Research Institute, Karnal

To

Dear Sir(s)

Quotations/sealed tenders are invited from the registered firms/ their authorized dealer etc. for supply of the following good/goods mentioned below or goods as per list attached to the National Dairy Research Institute, Karnal, so as to reach by 15 Jan. 2016, 03:00 hours at the latest in the office of: Sr. Admn. Officer (P), NDRI, Karnal-132001. The Quotation received after due date and time will not be considered, and no correspondence in this regard will be entertained.

2. The Quotation complete in all respect with telephone No. etc. be sent to “The Sr. Admn. Officer (P), NDRI, Karnal, Haryana, Pin-132001” in sealed envelope.
   
   The firm should clearly mention on the top of the sealed envelope.
   I) ‘Quotation/Tender’ for the supply of Sweet Boxes 500 gms
   II) To be opened on -15 Jan., 16(date).

3. The tenders/quotations will be opened on the same day at 3.30 P.M. in the office of Sr. Admn. Officer (Purchase) in the presence of such of the tenders/or their authorized agents, who arrange to be present at the spot at the time of opening the tenders/quotations.

4. The Director, NDRI, reserve the right to accept or reject all or any of the quotations in part or full at any time prior to award of purchase order, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the effected tenderer or tenderers.

5. The delivery of goods shall be FOR-NDRI, Karnal. In case ready stocks are not available, stocks in hand may please be stated, the best delivery period for the balance quantity may please be given. The firm should clearly mention the delivery period, which normally should not be more than 30 days.

6. Quotations should be inclusive/exclusive of all packing and other forwarding expense freight insurance.
charges. The quotations, which are exclusive of packing and freight charges etc., should indicate the amount that shall be charged on this account for all or part of the items. The firm should give the rates of item per unit also. The prices quoted shall remain firm & fixed during the currency of the delivery period. The rates and prices quoted shall be in Indian Rupees only.

7. The Quantity of the item/goods may be increased/decreased by upto 25%.

8. **Complete descriptions, specifications and make of the goods quoted should be given.** Printed literature/pamphlets should be sent with the quotations failing which the same may not be considered.

9. The payment of goods is to be made on completion of satisfactory supply, actual receipts, inspection and approval. The supplier will have to send Supply Challans and Delivery Notes alongwith the supply and a bill in Triplicate indicating clearly the Purchase Order No., date and other details of supply. While quoting the rate(s) of items the following information invariably be made available:

   I) Quotation shall remain valid for acceptance for a period of not less than 60 days after the specific date of opening of the officer.

   II) Offer should be from ex-stock, indicating minimum delivery period.

   III) The firm on whom the supply order is placed within the period acceptance of the offer will be required to execute the supply within a specified period from the date of issue of the supply order. If the supplier fails to deliver any or all of the goods, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 2% of the delivered price of the delayed goods for each week of delay, up to a maximum deduction of 10% of supply price. Once the maximum is reached, the purchaser will consider termination of the order, if the same have not been terminated already.

   IV) With regard to sales tax, please quote-specific rate of sales tax and surcharge on sales tax etc., with a certificate that the ST/VAT charged have not been exempted under the S.Tax Act /Rules and the amount charged on this account are correct. No form ‘C’ will be issued by the Institute.

10. If the firm does not mention percentage of CST/VAT/Service/Other charges etc. it would be assumed that the rates include all these, and subsequently no request for charging them as extra will be entertained in this

11. The firm should invariably mention the Registration No./CST/ST No. etc., failing which quotation may not be considered.

12. All the disputes/litigation, if any, will be subjected to Karnal jurisdiction only.

13. The minimum period of Warranty/Guarantee shall be minimum 12 months from the date of installation/commissioning.

14. **IMPORTANT NOTE** - Please provide the following information in your quotation, otherwise your quotation will liable to be rejected. 1. F.O.R. Conditions, 2. Taxes, 3. Payment / Delivery conditions, 4. Validity, 5. Warranty, if any.

Yours faithfully,

**CC:**
- **Indenting Officer** Sanjiv Kumar
- **Sr. AOP.**
- **Guard file**
- **Computer Centre for Net.**