No. F.10-10(1)/Cultivator/2019-20/ Dated: 04.02.2020

To
M/s.

Dear Sirs,

1. Sealed quotations are invited on behalf of HEAD, ERS of NDRI, Kalyani, Nadia West Bengal from the non-govt. firms & govt. affiliated organization for supply of items as per details given below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Paticulars</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tractor Drawn Heavy Duty Spring Loaded Cultivator. (Details Specifications and terms &amp; conditions is enclosed).</td>
<td>01 No.</td>
</tr>
</tbody>
</table>

2. The quotation should received by the purchase committee members.

3. The Quotation complete in all respect be Submitted to this office in sealed envelop to the committee members on or before 25.02.2020.

Note: Rate should be quoted along with GST (5%) including transportation charges to this Institute.

The firm should clearly mention the followings on the top of the sealed envelop:

**Quotation for Tractor Drawn Heavy Duty Spring Loaded Cultivator.**

**Due date on 25.02.2020.**

4. The quotations will be opened on 26.02.2020 by the committee members in the office of A. A.O, ERS of NDRI, Kalyani.

The HEAD, ERS of NDRI reserves the right to accept or reject all or any of the part of the quotations or full.

Contd…….. 2
5. a) Free delivery at the premises of the Institute will be preferred in case of ready stock 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 rates and price quoted shall be in Indian Rupees only.

7. The quantity of the item/goods may be increase /decrease.

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 considered.

9. The payment of goods is to be made on completion of satisfactory supply, actual receipts, inspection and approval through sight draft & will have to make after receipt of material. The supplier will have to send supply challans and delivery notes along with 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.
   a) Period up to which rates are valid may be mentioned clearly.
   b) Offer should be from ex-stock indicating minimum delivery period.
   c) 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 failure to execute the supply will render the party unsuitable for further transaction with the Institute.
   d) With regard to sales tax please quote specific rate of sales tax and surcharge on sales tax etc. other wise your payment will be delayed for verification of the same.

10. The **firm should clearly mention the GST No.**

11. All the disputes/litigation if any will be subject to Kalyani jurisdiction only.

12. Warranty/Guarantee period in the quotation may be mentioned by the firm /supplier.

13. Before quoting the rate, the firm may with the committee members.

Yours faithfully,

Asstt. Admn. Officer.

Copy to: In-charge, K.V.K.