M/s . ______________________________

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Dear Sirs,

1) Quotations/Sealed tenders are invited from the registered firms/their authorized dealer etc. for supply of the following goods mentioned below or goods as per list attached to the National Dairy Research Institute, Kalyani (W.B.) so as to reach by 3.00 P.M. on 16-11-2015 at the latest in the Office of Asstt. Admn. Officer, ERS of NDRI, Kalyani, Nadia. The Quotation received after due date and time will not be considered and no correspondence in this regard will be entertained.

2) The complete quotation in all respect be sent to “The Asstt. Admn. Officer, ERS of NDRI, Kalyani, Nadia Pin-741235 (W.B.)”, in sealed envelope. The firm should clearly mentioned on the top of the sealed envelop. Quotation/Tender for supplying of Sonicator with Accessories

3) The tenders/quotations will be opened on 17-11-2015 at 3.30 P.M. in the Office of Asstt. Admn. Officer (DDO) 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 Head, ERS of NDRI, Kalyani reserves the right to accept or reject all or any of the quotations in part or full.

5) 2% EMD may be submitted by Bank Draft. The Draft may please be drawn in favour of ERS of NDRI, Kalyani, payable at SBI, Kalyani or any Nationalised Bank at Kalyani. Those firms who does not Qualify their EMD money will be returned within short period.

6) Rate with equipment details should be submitted in Closed sealed packets IN EACH AND EVERY ITEMS. (TECHNICAL BID AND FINANCIAL BID)

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<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>Quantity</th>
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<tr>
<td></td>
<td>SONICATOR WITH ALL ACCESSORIES AND INSTALLATION.</td>
<td>1 No.</td>
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<td></td>
<td>(Specification enclosed in separate Page)</td>
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Where ISI/ISO certification mark goods are available in market, procurement should Generally be limited to goods with those or equivalent marking only.

Continu : Page (2)
7) The Delivery of goods shall be FOR- ERS-NDRI-Kalyani. 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.

8) Quotation should be inclusive of all packing and other forwarding expense freight insurance charges. ed The firms should give the rates of items per unit also. The prices quoted shall remain firm & fixed during their currency of the contract. Their rates and prices quoted shall be in Indian rupees only.

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

10) 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 along with the supply and 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 or a period of not less than 60 days after the specified date of opening of the offer.
   ii) Offer should be from ex-stock, including minimum delivery period.
   iii) The firm on whom the supply order is placed within the period of 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 delivery any or all of goods. The purchase shall without prejudice to its other reminds under the contract deduct from the contract price as liquidated damages a sum equivalent to 0.5% of the delivery price of the delayed goods for each week of delay. up to a maximum deduction of 2% of service contract price. Once the maximum is reach the purchase will consider termination of the contract automatically. If the same have not been terminated already.
   iv) with regards 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.

11) If the firm does not mention percentage of CST/Vat/Service charges /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 regard

12) The firm should invariably mention the registration No.CST/ST No.etc. Failing which quotation may be considered.

13) All the disputes/litigation. If any will be subjected to karnal jurisdiction only.

14) The minimum period of warranty/Guarantee shall be minimum 12 months from the dates of installation/commissioning.

Yours faithfully.

Asstt.Admin.Officer