



# भारतीय रोपण फसल अनुसंधान संस्थान

कासरगोड़, केरल - 671 124 भारत

**ICAR - Central Plantation Crops Research Institute**

Kasaragod - 671 124, Kerala, India

(An ISO 9001:2008 Certified Institution)

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F.No 35(4)2014-Stores

Dated:04-6-2016

Address overleaf

Sub: Supply of Xerox papers-reg

Sirs,

Sealed quotations are invited for supply of the following items at this Institute:

Sl No	Description	Quantity	Rates for different brands may be quoted
01	Xerox papers-A-4 Size, 75 GSM	600 Pkts	

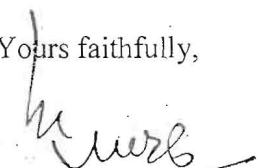
**The quotation should confirm to the following conditions:-**

01. The rates quoted should be valid for a minimum period of 90 days from the due date of receipt of quotation.
02. Complete description, specification of the item(s) quoted should be given for verification.
03. Time required for effecting the supply upon receipt of supply order should be indicated.
04. The rate of ST/CST/ED/VAT/Entry tax etc. if charged extra, should be indicated.
05. Should specify whether the item(s) quoted are under DGS & D rate contract. If so details of rate contract should be furnished with the quotation.
06. Quotation should clearly indicate the point of supply such as Ex-Works/For dispatch station/ For Destination.
07. The buyer shall have the right to levy liquidated damages at a percentage not exceeding 10 percent per each month or part thereof in respect of supplies so delayed delivered.
08. Guarantee offered for the item(s) should be indicated from the date of receipt of item.
09. Payment will be made only after satisfactory receipt / Installation of the item(s) by this office. No advance payment /part payment is admissible as per rules.
10. Quotation received after the due date will not be entertained.
11. The item(s) ordered should be supplied in lot. Part supply will not be accepted. The right to accept or reject the quotation rest with the Director, CPCRI, Kasaragod.
12. TRANSIT INSURANCE: The purchaser will not pay separately for transit insurance and the supplier will be responsible until the entire stores contracted for arrival in good condition at destination.

13. EMD @ 2% of the quoted amount, if the quote exceeds Rs.1,00,000/- must be deposited in cash or by demand draft drawn in favor of "ICAR, Unit CPCRI, Kasaragod" payable at SBI, CPCRI Branch Kasaragod along with quotation. Deposit at Call Receipt of the SBI will also be accepted as EMD provided the receipt obtained from the bank is attached with the quotation/tender. Remittance of the EMD in any other mode is not acceptable.
14. TIN/VAT/ST Registration number should be indicate in the Quotation.
15. The successful tenderers shall have to furnish unconditional performance security for an amount of 5% of the order value. Performance security may be furnished in the form of demand draft/FD receipt drawn in favour of "ICAR, Unit CPCRI, Kasaragod" payable at SBI,CPCRI Branch, Kasaragod or Bank Guarantee from a commercial bank in acceptable form immediately after acceptance of the tender for placing the order. The performance security valid for a period for 60 days beyond the date of completion of all the contractual obligations including warranty should be furnished within 15 days of acceptance of order. Bid security will be refunded to the successful tenderer on receipt of performance security.
16. If the successful tenderer fails to execute the order within the stipulated period after placing the order, the order will be cancelled and security deposit will be forfeited.
17. Incomplete quotations shall summarily be rejected.
18. This Institute is registered with the Dept of Scientific & Industrial Research(DSIR), Govt. of India for purposes of availing custom duty exemption in terms of Govt notification No.51/96-customs dated 23 July 1996 and Central Excise duty exemption in terms of Govt notification No.10/97-Central Excise dated 1 March 1997.

Your sealed quotation, addressed to the Director, CPCRI, Kasaragod, 671124, superscribed as "Quotation for supply of Xerox paper" due on 25-6-2016 shall reach this Office on or before 25-6-16 by 3.00 PM.

Yours faithfully,

  
(Jayarama Naik K.M)  
Administrative Officer

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Copy to: Web Site & Vigilance Officer