



सोयाबीन अनुसंधान निदेशालय ,
Directorate of Soybean Research
खंडवा रोड, इन्दौर 452 001 (म.प्र.)
Khandwa Road, Indore 452 001 (M.P.)
Website: www.nrcsoya.nic.in

File No.1- (23)/11-12/स्टोअर्स

दिनांक : 24.09.2011

To,

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Sub:-Quotation for supply of Precision /Micro Balance.
(As per enclosed Schedule Annexure-A)

Dear Sirs,

On behalf of the Director of this Directorate, I am to invite your lowest quotation for the supply of under mentioned materials/stores as per list enclosed.

- (a) The rates should be quoted F.O.R DSR Khandwa Road, Indore basis duly indicating separately unit price, packing forwarding, freight, tax percentage and insurance etc. in clear terms.
(b) The unit price should be for the same units as indicated in the list enclosed.
(c) Discount, if any, should be indicated separately.
- The Directorate is registered with the Department of Scientific and Industrial Research (DSIR), Govt. of India for purpose of availing customs duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July 1996 and central excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March 1997.
- Rates of Sales Tax and other taxes livable should be indicated in clear terms separately. Sales Tax Registration Number both under State and Central Tax Act/ Rules should be specifically indicated. The Institute issues no "C" or "D" form .
- Unless otherwise mentioned in the quotation, it will be presumed that the quoted rates are inclusive of all taxes/levies and free delivery at our office.
- Manufacturer's name, their trade mark and brand, if any, should invariable be mentioned in the quotation, illustrated leaflets, giving technical particulars, operation manual etc. should be sent along with the quotation to facilitate consideration of offer .

6. The rates quoted should be valid for 90 days from the date of opening of quotation.
7. There should be no cutting/overwriting. The cuttings, if any, should be duly attested.
8. Unattested/amended /overwritten figures will not be considered.
9. In all matters of disputes, the decision of the Director of this Directorate shall be final and binding on the tender.
10. Minimum period of delivery of the stores/material should clearly be specified in the quotation.
11. Quantities of each item to be purchased may vary according to actual requirement of this Directorate at the time of placing order.
12. Payment will be made within reasonable time say within 30 days after the receipt of material/stores in good condition at this Directorate. Since the mode of payment will be e-payment system, hence Bank A/c No..... and Name of Bank with location may be mentioned in the quotation positively.
13. **Quotation should be sent by Registered Post/Post/Speed Post/ Courier only in a sealed cover on or before 20.10.2011 on 5.00 PM .and the cover must containing A Quotation for supply of Precision Micro balance** Quotation received in an unsealed cover or received after the due date and those which are ambiguous are liable to be rejected. **No quotation sent by hand will be accepted.**
14. In case the quoted items is under the running rate contract concluded by DGS&D or any other Govt. Agencies, copies of rate contract may also be enclosed with your quotations. Your willingness to supply store on the basis of rate contract may also be submitted.
15. **Bid security (EMD) amount equal to 2% of the quoted price must be submitted along with the bid in the form Demand Draft /Bankers Cheque drawn in favour of "ICAR UNIT DSR INDORE" along with the quotation if the quoted value of the stores/equipments is Rs. 1.00 lakh and above.**
16. **PERFORMANCE SECURITY:** The successful bidder is required to submit 5% performance security of the value of the contract/order in the form of Account payee D.D. or Bank guarantee from a Commercial Bank if the value of the contract is Rs. 1.00 lakh or above. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.
17. **SIGNING OF CONTRACT :** Within 21 (twenty one) days of issue of the contract form by the purchaser. In case supply order is placed, the sample copy of the same would be provided also .

18. The Director of the Directorate reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
19. All disputes subject to Indore Jurisdiction only.
20. All communications must be addressed to the undersigned by **DESIGNATION ONLY** and not by name.

Yours faithfully,



Administrative Officer.

Copy to:-

1. ✓ I/c ARIS Cell for placing in the Directorate WEBSITE.
2. Indenter.

Annexure-(A)

Sl No.	Item(s)	Detailed specifications/make/model/cat.No.etc.	Qty	Rate (Rs/unit)	Amount
1		Readability : 0.1 mg Capacity about 230 g Repeatability : 0.1mg Linearity : 0.2 mg Pan size : Appx 90 mm Calibration: Internal.			
Only standard make such as Sartorius, Mettler, Denver, citizen balances may kindly be quoted.					
Total					