

NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY: JORHAT: ASSAM

(Council of Scientific & Industrial Research)

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**INVITATION FOR TENDER/QUOTATION/For R/C**

TENDER ENQUIRY No. 11(PCM)684/RC/11-12/PUR/ T-	Date: 09.05.2011
LAST DATE/TIME OF SUBMISSION: 25/05.2011 UPTO 2.30 P M*	BY REGD POST: FAX:
DATE/TIME OF OPENING: 25.05..2011 AT 3.00 PM *	
<i>*IF THE DATE OF SUBMISSION AND OPENING HAPPENS TO BE A CLOSED DAY, THE SAME SHALL BE TREATED AS NEXT WORKING DAY, VENUE &amp; TIME REMAINING THE SAME.</i>	

To,

Dear Sirs,

We are interested in annual rate contract of Chemicals, glassware, plasticware, etc. for the year 2011-12 with the following terms & conditions:

- 1. Rates:** Rates as given in your price list valid for the period of R/C shall be applicable. If the Price list for the current year is not available, price list of last year will be applicable.
- 2. Discount:** R/C discount as offered by you shall be deducted from Catalogue Price.
- 3. Fall Clause:** The price charges for the items supplied under the Rate Contract shall in no event exceed the lowest price at which the party sells the items of same description to any other institute /person during the period of contract.
- 4. Delivery & Deliver Schedule:** All supplies must be on the basis of Door Delivery at Central Stores, NEIST, Jorhat. Delivery must be made within 15-30 days of issue of the order unless otherwise specified. Supplies must normally be made for the total order. Part supplies shall normally not be accepted. Part billing is not acceptable.
- 5. Payment:** All payment shall be made on bill basis normally within 30 days after the delivery is made and accepted by Central Stores, NEIST, Jorhat and on receipt of bill in order. Supplies should be made promptly within delivery schedule and must conform to our specifications. Bill must also be raised promptly after supply is executed. NEIST will not be held responsible for delayed payment if the bill is not in order or delayed in rising of bills. Part billing is prohibited except when it is for final supply.
- 6. Loss, Damage & Shortage:** The firm shall be responsible for any loss, damage & shortage during transit. Payment shall be made for materials received in good conditions only. Any damage or shortage noticed on delivery, the same must be replaced within 07 days after intimation.

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7. **Taxes & Duties:** (a). Excise Duty: NEIST, Jorhat is exempted from payment of Excise Duty fully.  
(b) CST/Custom Duty: We are not entitle to issue Form 'C' or 'D'. However, a certificate of concessional sales tax as applicable to research institutes may be issued on request. Concessional rates of Custom Duty and Surcharge thereon are applicable on all imported items by NEIST  
(c) AVAT: AVAT as per prevailing rates may be applicable for supplies made from within Assam.  
(d) Octroi: Normally no Octroi is charged on NEIST consignments against Declaration issued by us. However, if any octroi is charged it must be against original voucher only.  
(e) Way Bill/Road Permit: We issue a Certificate of Declaration in lieu of Way Bill / Road Permit.

8. **Local Dealer / Stockiest:** (i). The Dealers /Stockiest names as per your application form is acceptable.  
(ii) Any addition or deletion of dealership / distribution ship must be intimated immediately. (iii) Order can be made to local stockiest directly at R/C rate as per the same terms & conditions. The local stockiest may be asked to keep stock of essential R/C items for ready supply ex-stock.

9. **Validity of R/C:** R/C will be valid up to 31.03.2012 unless cancelled by Director, NEIST, Jorhat. R/C may also be extended beyond 31.03.2012 at the discretion of Director, NEIST, subject to acceptance of the firm.

10. **Force Majeure:** Force Majeure is acceptable.

11. **Authorization:** Authorization letter should be provided in case a product is quoted by any supplier other than its original manufacturer.

12. **Order Value:** The orders will be placed irrespective of value as per our requirement.

13. **Price List/ Catalogue:** Two copies of printed Pricelist & one number of Pricelist in CD should be provided.

14. Proforma to be filled by every tenderer:

Name & Address of the tenderer	Name & Address of the Manufacturer	Name & Address of the local authorized dealer (s)	Name of the product(s)	Brand of the product	Discount (in %)

15. Director, NEIST, Jorhat reserves the right to place orders with you or any other firm or cancel the rate contract without assigning any reason thereof.

16. All disputes under the rate contract will be settled by the Director, NEIST, Jorhat and will be binding on you subject to jurisdiction of Guwahati High Court only.

Stores & Purchase Officer  
Tel: 0376-2372710 Fax: 2372921