



All Communication to be addressed  
to the Director, NEIST.  
With Attn: Stores & Purchase Officer

Tel; 0376 – 2372710 Fax: 2372921  
Email: [spopur@rrl.jorhat.res.in](mailto:spopur@rrl.jorhat.res.in)

**NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY**  
(Formerly Regional Research Laboratory)  
(Council of Scientific & Industrial Research)  
JORHAT-785 006, ASSAM, INDIA

BY COURIER SERVICE / FAX

File No. 1(PEQ)/407/10-11/PUR/T-50 Date 11.10.2010

**Note: Please send your quotation in sealed cover on or before 03.11.2010 up to 2.30 P M and Opened on 03.11.2010 at 3.00 P M.**

M/s.

Dear Sirs,

Kindly arrange to send your offer in a SEALED COVER immediately quoting this office file reference to the terms & conditions overleaf:

Sl. No.	Description of Stores	Quantity
1	<b>Solar Power Module for Remote Seismic Stations Located in High Altitude (NE India):</b> Capacity: 60 Watts @ 12 Volts constant output. Max. Charging current: 35 Amp / hr charge controller. Voltage regulator: Regulated 12V DC Constant: Auto cut below 11.5V DC & deep discharge protection. Protection against: Theft & lightning. Battery: 480 Amp hr single (2V x 6) 12 Volts SMF dry battery with stand. G I mounting structure and complete installation at remote sites. Installation: Roof top adjustable installation.	10 Nos.

Thanking you,

Yours faithfully,

**STORES & PURCHASE OFFICER**

**P T O**

Enquiry No. **1(PEQ)/407/10-11/PUR/T-50 Date 11.10.2010**

**TERMS & CONDITIONS**

The Quotation/Proforma Invoice should show the following information and also accompany the relevant technical literature:

1. Director, NEIST, JORHAT invites sealed bids separately for each item in **two parts (Techno commercial Unpriced & priced bid)**
2. Interested Bidders may obtain further information from the office of the **Stores & Purchase Officer, NEIST, JORHAT, ASSAM.**

**3) SPECIFICATIONS:** Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our technical specifications. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the bidder eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the bidder/manufacturer and the specifications mentioned in the quotation must be reflected/supported by the printed technical leaflet/ literature. Therefore the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc., to the quoting party.

**4) PRICES:** a. The prices quoted should clearly indicate whether FOB/CIF etc., In case, the prices are quoted in foreign currency, it must be on FOB price.

b. In case of domestic, the offer should contain the basic price and percentage of Excise Duty separately since we are exempted from payment of Excise Duty.

**5) TAXES:** The percentage rate of sales tax, resale tax, VAT, duties/levies and any other charges etc, should be clearly indicated in the tender, wherever chargeable. The packing charges must also be indicated separately.

**6) CUSTOMS AND EXCISE DUTIES:** Our Institution is eligible from payment of concessional custom duty and exempted from payment of excise duty vide Government notification No: 51/96-Customs dated: 23<sup>rd</sup> July 1996 and Central excise duty exemption in terms of notification 10/97 Central Excise dated 01<sup>st</sup> March 1997.

**7) PAYMENT:** The payment against import of items shall be made with the following options. The quoting party must confirm one of the options in the quotation:

- 90% Payment shall be made after delivery, satisfactory installation, commissioning, demonstration and final acceptance of the ordered items, through foreign demand draft within 30 (Thirty) days and the remaining 10% payment will be made after the completion of warranty period. **(Or)**
- 100% payment will be made after receipt of material in good working condition and satisfactory installation/commissioning/demonstration provided the supplier submits along with the acceptance of purchase order, a performance bank guarantee or establishes a Standby Letter of Credit (SLOC) through an Indian/foreign scheduled bank in favour of the Director, NEIST, JORHAT for 10% of FOB value valid for a period of eighteen months (where warranty period is one year). **(Or)**
- Letter of Credit will be opened for 100% FOB value. 90% of LC amount shall be released on presentation of complete and clear shipping documents and remaining 10% after satisfactory installation/commissioning/demonstration provided the supplier submits along with the acceptance of purchase order, a performance bank guarantee through an Indian/foreign scheduled bank in favour of the Director, NEIST, JORHAT for 10% of FOB value valid for a period of eighteen months (where warranty period is one year).

**8) All foreign bank charges shall be borne by the supplier.**

**9) INCOTERMS:**

All terms used in the Supply order/contract will have the meaning as described in the **"INCOTERMS-2000"**.

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**10)** Please indicate the name and address of your Indian Agent. Please also indicate the amount of Agency Commission payable to your Indian Agent which will be paid to them in equivalent Indian Currency after the receipt of the consignment in good condition at our Stores and in case of equipment after the satisfactory installation and commissioning. Indian Foreign Exchange & Regulations Act do not permit the Foreign Bidders to include Indian Agency Commission, discount or like rebates allowed in their quoted FOB value, payable to their Indian Agents directly by them in their currency. Such commission, discount etc. if any must be reflected in your offer so that the same can be deducted by us from the quoted FOB value.

**11)** Details of services to be rendered by your Indian Agent.

**12)** Indicate the names of the Indian reputed Organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from users.

**13)** If you have supplied identical or similar equipment to other CSIR/Labs/Instt., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.

**14)** Fax/e-mail tenders will not be considered.

**15)** Delivery period & Detailed Terms including period of warranty.

**16)** Please do confirm that service manual shall be supplied along with the supply of material.

**17)** Installation, Commissioning and satisfactory Demonstration of the whole System and Training should be free of cost.

**18)** Conditional discount will not be considered

**19)** Part shipment will not be allowed.

**20)** The offer should be valid for **90 days**.

**21)** Late / delay Quotation received after due date will be rejected summarily.

**22)** The Installation, Commissioning and Demonstration of the system should be completed within two weeks from the date of arrival of the items at NEIST, JORHAT. (The place of installation will be communicated later).

**23)** Kindly indicate the approximate dimensions & weight of the stores/consignment:

(a) Measurement; Tare Weight; Net weight

**24)** Freight & Insurance will be arranged by our Clearing Agent whose address will be communicated while placing Order.

**25)** FOB Rates must be given for any of the following Gateway International Airports.

<u>COUNTRY</u>	<u>GATEWAY</u>	<u>COUNTRY</u>	<u>GATEWAY</u>
	<u>INTERNATIONAL AIRPORT</u>		<u>INTERNATIONAL AIRPORT</u>
Germany	Frankfurt	Australia	Sydney
Japan	Tokyo	Austria	Vienna
Hongkong	Hongkong	Belgium	Brussels
UK	London	Denmark	Copenhagen
USA	New York	Netherlands	Amsterdam
Switzerland	Zurich/Geneva	Canada	Toronto
Singapore	Singapore (Changi Airport)	Italy	Rome/Milan
France	Paris	Korea	Seoul

**26) Acceptance quotation: The acceptance of quotation will rest with the DIRECTOR, NEIST, JORHAT who does not bind himself to accept the lowest quotation and reserves the right to himself to accept or reject partially the quotations received, without any assigning any reason whatsoever.**

**NOTE: THIS IS ONLY AN ENQUIRY AND HENCE PLEASE DO NOT DESPATCH THE GOODS UNTIL YOU RECEIVE A FIRM PURCHASE ORDER**

**STORES & PURCHASE OFFICER**

