



CENTRAL ARID ZONE RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Jodhpur (Rajasthan) 342 003

Phone No. 0291 – 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 – 2788706(Dir.)/2786498(PME)

By Speed Post



F. No. 10(8)/2013-2014/Admn.IV/

Dated: 12.11.2013

To,

M/s.

Sub: Quotation for purchase of Accessories for Time Attendance Machine and DVR System – regd.

Dear Sir(s),

You are requested to quote your lowest rates keeping the following conditions in view for the articles indicated overleaf/Schedule to tender (copy enclosed):

1. No advance payment will be made. However, the payment is normally made within 30 days from the date of receipt of material in good condition as per order.
2. The quantity proposed in the quotation may be increased or decreased at the discretion of the authority while placing the order.
3. Quotations not found according to specification will be rejected/not considered.
4. The firm should supply the printed literature, operational manual etc., if applicable. The firm should also supply a copy of the authorized dealership certificate of the item, if applicable **otherwise the quotation will be treated as rejected.**
5. Quotations should remain valid for 6 months from the date of quotation.
6. The rate should be on F.O.R. CAZRI, Jodhpur basis for indigenous items.
7. No. form ‘C’ & ‘D’ for sales tax will be issued. Payment will be made at full rate, if applicable. However, the firm is required to produce the valid sales tax Registration No. The firm should also indicate PAN/TIN as per Income Tax Rules.
8. The Rates quoted should **be clearly indicated in figure as well as in words**. While quoting the rates, it may be clearly indicated whether the items are inclusive or exclusive of ST, CST, Excise Duty, Custom Duty, etc. either in terms of percentage or in absolute term.
9. Delivery will have to be made normally within 30 days from the date of issue of our order or as mentioned in the supply order unless such extension is allowed by the Institute **failing which suitable penalty as indicated in the supply order will be imposed.**
10. The quotation may be sent to the office by courier/Reg. Post/Speed Post in sealed cover superscripted with **“Quotation for purchase of Accessories for Time Attendance Machine and DVR System”** due date 30.11.2013 and the same must be reach to this Office on or before **30.11.2013 up to 3.00 PM** failing which it will not be considered. The quotation should be dropped in the Tender Box placed in the Store Section (with A.A.O. IV).
11. In case of any disputes, the decision of the Director, CAZRI, Jodhpur shall be binding on the part of the contractor/supplier.

P.T.O. ☆

12. Director, CAZRI, Jodhpur reserves the right to accept or reject any or all the quotation without assigning any reason.
13. All bids must be accompanied by a bid security/Earnest money deposit (EMD) @ 3% of the estimated value of the item, if the cost of the item is Rs. 1.00 lac or more, in the form of a Demand Draft on a scheduled commercial bank in India, in favour of **ICAR Unit – CAZRI, Jodhpur**. Without EMD as above, quotation will not be considered (Offer less than Rs. 1.00 lac need not require EMD).
14. Guarantee/Warranty may be provided for the item(s) for which rates are quoted.
15. The firm awarded the contract may/will have to furnish a performance security in the form of Bank Guarantee as per the proforma to be supplied alongwith supply order or FDR pledged to **“ICAR Unit – CAZRI, Jodhpur”** from a scheduled Commercial Bank for an amount which may vary from 5% to 10% of the value of the contract at the discretion of Director, which should remain valid for the entire period of warranty plus two months.
16. In case, rates are quoted in terms of foreign currency, the rates must be quoted as on FOB basis and NOT on CIF basis indicating all the terms and condition. The foreign banking charges shall be borne by the beneficiary.
17. No part supply will be allowed.
18. Installation/Demonstration where-ever required will have to be done by the firm free of cost by their representative/engineer.
19. The items required are for the Headquarter CAZRI, Jodhpur and therefore, supply will have to be made accordingly.

Yours faithfully,

Administrative Officer
for Director

Schedule to Tender

Name of items	Particulars	Units	Place of Supply
Accessories for Time Attendance Machine and DVR System	i. Metal Cabinet for Four Channel Digital Video Recorder (DVR), with, Lock and key Facility	2	CAZRI, Jodhpur
	ii. Metal Cabinet for Time Attendance Machine with Lock and key Facility.	5	-Do-
	iii. Rechargeable Lithium-ion Polymer Battery (Model No. ZK 1K7 Rating: 7.4 Volt; 2000 mAH)	5	-Do-

Administrative Officer
for Director