



**CENTRAL ARID ZONE RESEARCH INSTITUTE**  
**(Indian Council of Agricultural Research)**  
**Jodhpur (Rajasthan) 342 003**  
Phone: 0291- 2787152 Fax: + 91 291 2788706



F. No. 2(10)/2014-2015/Admn.IV

Dated : 10.04.2015

To,

M/s. ....  
.....  
.....

Sub: Quotation for Purchase of Selfing Bags Parchment Paper.

Dear Sir(s),

You are requested to quote your lowest rates keeping the following conditions in view of the articles indicated overleaf as per 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. Payment will be made by mode of e-payment to the supplier/firm after satisfactory supply of ordered material and receipt of pre-receipt.
3. The quantity proposed in the quotation may be increased or decreased at the discretion of the authority while placing the order.
4. Quotations not found according to specification will be rejected/not considered.
5. Sample must be enclosed with the quotation otherwise the quotation will not be considered.
6. Quotations should remain valid for 6 months from the date of quotation.
7. The rate should be on F.O.R. CAZRI, Jodhpur basis.
8. 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.
9. The Rates quoted should **be clearly be 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/VAT, CST, Excise Duty, Custom Duty, Octroi etc. either in terms of percentage or in absolute term.
10. 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**.
11. The quotation may be sent to the office by courier/Regd. Post/Speed Post in sealed cover superscribed with **"Quotation for Selfing Bags** due date 28.04.2015 and the same must be reach to this Office on or before **28.04.2015 upto 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). The Quotation will be opened on the very same i.e. on 28.04.2015 at 3.30 PM in presence of the representative of the firm if they desire to attend.
12. In case of any disputes, the decision of the Director, CAZRI, Jodhpur shall be binding on the part of the contractor/supplier.
13. Director, CAZRI, Jodhpur reserves the right to accept or reject any or all the quotation without assigning any reason.
14. No part supply will be allowed.
15. The items required is for the Headquarter CAZRI, Jodhpur and therefore, supply will have to be made accordingly.
16. The details of this NITs are also available in our web site-[www.cazri.res.in](http://www.cazri.res.in).

Yours faithfully,

Assistant Administrative Officer (s)  
for Director

**Schedule to Tender**

<b>S.No.</b>	<b>Particulars</b>	<b>Units</b>	<b>Place of Supply</b>
1.	Selfing Bags Parchment paper Size : 35 cm x 8 cm	15,000 Nos.	CAZRI, Jodhpur

Assistant Administrative Officer (s)  
for Director