



भाकृअनुप - औषधीय एवं सगंधीय पादप अनुसंधान निदेशालय
बोरीआवी - 387 310, आणंद, गुजरात, भारत.

**ICAR-Directorate of Medicinal and Aromatic Plants Research
Boriavi - 387 310, Anand, Gujarat, India.**

Ph. No: (02692) 271600, 05, 06 Fax: (02692) 271601 Website: www.dmapr.org.in

F.No. 41-5/2016-17/S&P/

Dated: 11 /05/2016

By Registered Post

To,

M/s.

Dear sir(s),

We have a requirement of the goods & services as indicated below and you are invited to submit your most competitive quotation. The quotation in the sealed envelope addressed to the Director, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387 310 [Anand], Gujarat should reach on **25/05/2016 by 15.00 P.M.** in a sealed cover superscribing quotation for **PRINTING OF ANNUAL REPORT [2015-16] in HINDI , ENGLISH and Bilingual both in Hindi and English.** The tender will be opened on **26/05/2016 at 11:00 A.M.** at this Directorate. All the relevant details are given below.

- i) Description of the goods required and the required quantity : As enclosed annexure -1
- ii) Guiding specification and other technical : As enclosed annexure - 2 & 3
- iii) Terms of delivery:
Delivery at site, viz. ICAR-Directorate of Medicinal & Aromatic Plants Research,
Boriavi -387 310 [Anand], Gujarat.
- iv) Delivery period for goods:
Immediately after receipt of the work order.
- v) Erection/installation and commissioning:
N.A.
- vi) Terms of Inspection by the purchaser's representative:
If required will be done by this Directorate.
- vii) Training of purchaser's operator(s) for operating the goods ordered, as and if necessary:
N.A.
- viii) Price Structure:

- (a) The tender shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the list of requirements in annexure-1. Unless otherwise specified in annexure-1, the tenders are, however, free not to quote against all the serial numbers mentioned in the list of requirements (in case there more than one serial number in the list of requirements).
- (b) The rates and prices quoted shall be in Indian Rupees/foreign currency.
- (c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price giving full details of duties/taxes. The purchaser will not pay any such duties, taxes and levies not quoted in the Tender.
 - (i) However, VAT/Sales Tax, as legally and contractually leviable, will be quoted separately by indicating the nature and the current rate of VAT/Sales Tax, as applicable at the time of quoting. The VAT/Sales Tax will be paid extra at actual at the time of supply, provided the transaction of sale is legally liable to VAT/Sates Tax and the amount of the VAT/Sales Tax is contractually payable. If the supplier in its quotation does not ask for VAT/Sates Tax extra, the same shall not be paid even if it asks for the same at a later date.
 - (ii) This Institute is registered with the Department of Scientific & Industrial Research (DSIR) vide registration No.TU/V/RG-CDE(708)/2011 dated 02/12/2011 for purpose of availing central excise duty exemption in terms of Govt. Notification No.10/97-Central Excise date 1/3/1997 as amended from time to time.
- (d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any. However, Sales Tax will be paid extra as per provision under Clause viii (c) above.

ix) **Receipt of Goods & Terms of Payment:**

- (a) Payment term for supply of goods, including erection/installation and commissioning(as and if applicable).

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment. The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

While claiming reimbursement for VAT/Sales Tax, the supplier shall furnish the following certificate duly dated and signed, on its bill.

"Certified that the goods on which VAT/Sales Tax has been charged have not been exempted under the Central Sales Tax Act or VAT/Sate Sales Tax Act or the rules made there under and the charges on account of VAT/Sales Tax on these goods are correct under the provisions of that Act or the Rules made thereunder. Certified further that we are registered as dealers for the purpose of VAT/Sales Tax in the State of _____ under registration number _____. We further confirm that the amount of VAT/Sales Tax shown in the bill against this contract is correct in terms of above proviso."

- (b) Payment for training of purchaser's operator(s), if applicable.

After release of payment to the supplier as per sub-Para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the

