

**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION
TRAINING AND RESEARCH
(Ministry of Social Justice & Empowerment, Government of India)
OLATPUR, PO: BAIROI, DIST: CUTTACK, PIN: 754 010, ORISSA
REGISTERED POST
INVITATION TO QUOTE**

	Enquiry No. : AD-5/Clind/LICF/14-15
	Date : 28.08.2014
	Due Date : 11.09.2014

Dear Sirs,

Sealed quotations are invited for supply of the following materials so as to reach the undersigned on or before the due date under the terms and conditions as stipulated below:-

1. SUBMISSION OF TENDER :-

- 1.1. TENDERS SHOULD BE SENT IN A SEALED ENVELOPE. THE ENVELOPE SHOULD BE SUPERSCRIBED WITH **ENQUIRY NUMBER AND DUE DATE:**
- 1.2. Tenders shall be addressed to the Stores Officer, Swami Vivekananda National Institute of Rehabilitation Training & Research, Olatpur, PO: Bairoi, Dist: Cuttack, PIN: 754 010, ORISSA.
- 1.3. The tenderers may at their discretion send the tenders by Registered Post Acknowledgement Due, but under no circumstances postal and transit delays shall be condoned in reckoning the tenders for consideration. Tenders received after the due date shall be rejected.
- 1.4. The tenders shall be opened on due date at 1400 Hrs. in presence of tenderers or their authorized representatives.
- 1.5. In the event of the date of opening being declared as closed holiday for the Institute, the next working day will be the opening day for tenders.
- 1.6. Telegraphic/Cabled offers are liable to be ignored.

2. VALIDITY OF TENDERS:-

- 2.1. THE TENDERS SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 90 DAYS OF OPENING OF TENDERS OR TILL SUCH PERIOD UPTO WHICH THE EXTENSION OF VALIDITY IS AGREED TO MUTUALLY. THIS MAY PLEASE BE STIPULATED CLEARLY IN THE QUOTATION.
- 2.2. All tenders without proper specifications, samples, drawings and test certificates where required, are liable to be rejected. It shall be in the interest of the tenderers that the offer is made in a complete shape for our consideration.

3. DETAILS OF OFFER:-

- 3.1. THOUGH THE RATES HAVE BEEN INVITED FOR DELIVERY AT OUR INSTITUTE FOR: SVNIRTAR, THE FOLLOWING DATA SHALL BE INVARIABLY FURNISHED:-
 - a). Basic firm price of the materials.
 - b). Excise duty, where legally leviable in percentage.
 - c). Central/State Sales Tax in percentage.
 - d). Packing and forwarding charges wherever applicable to be indicated in percentage.
 - e). Freight charges to be indicated in % and Rs. if any.
 - f). Our Institute SVNIRTAR is located at Olatpur which is at a distance of 32 Km. from Cuttack/Bhubaneswar on N.H. 5 towards Phulnakhara – Niali Road.
- 3.2. Sales Tax: - We are registered under No. **CST-CU-II-365 for Central Sales Tax and TIN 21771300636**. The tenderers claiming for Taxes etc. must indicate their CST and TIN Numbers and documentary evidence in support of the Taxes leviable. The concessional forms 'C & IV etc., shall be issued after receipt of final bills.
- 3.3. Octroi Duty:- We are exempted from payment of Octroi duty by Cuttack Municipality. Your rate should be inclusive of such duties wherever applicable.

4. D.G.S. AND D. RATE CONTRACT:-

- 4.1. Wherever to Stores/Equipments have been covered by the DGS&D Rate Contracts, the prices shall conform to the same. A copy of the current Rate Contract shall be enclosed with the offer for our ready reference.
- 4.2. Wherever, the stores have not been covered under the DGS&D Contract but under the Rate Contract of any States Stores Purchases Organization/Directorate of Industries, the prices shall conform to the same. A copy of the current rate contract shall be enclosed with the offer for our ready reference.

5. QUANTITY DISCOUNTS:-

- 5.1. In order to submit the most competitive offer, the tenderer may indicate the quantity discounts on the 'Slab basis' applicable on the price. The quantities indicated in this enquiry are liable for revision either upwards or downwards.

6. DELIVERY:-

- 6.1. In their own interest tenderers are advised to quote for the earliest possible delivery. Where Ex-stock delivery is quoted stock shall be held by the tenderers during the validity period of the quotation.
- 6.2. The delivery of the stores/equipment shall be made strictly as stipulated. Failure to supply within this period will make the tenderers liable to an unconditional penalty of 1% of the price of the goods in arrears/order per week subject to a maximum of a limit of 10% value of the goods in arrears.

7. TERMS OF PAYMENT:-

- 7.1. Ours is a National Institute under Ministry of Social Justice & Empowerment, Govt. of India. As such the following terms of payment are stipulated:-
 - a). 100% payment within 30 days after receipt and acceptance of stores/equipment in good condition, at SVNIRTAR.

8. BANK CHARGES:-

- 8.1. Bank charges will be strictly to the Supplier's account.

9. EMD/SECURITY DEPOSIT:-

The Tenderers shall have to enclose Bank Draft forin favour of Director, SVNIRTAR, OLATPUR, CUTTACK as EMD along with the tenders failing which the offers will be rejected. Further, the successful tenderers shall be required to deposit 10% of the value of order as security deposit in form of Demand Draft/Bank Guarantee within fifteen days of receipt of the order which shall be refunded without interest within 30 days of acceptance of goods/due fulfillment of contract/expiry of Warranty period.

10. RIGHT OF ACCEPTANCE:-

10.1 The Institute reserves the right to reject any or all the tenders or accept any tender or part thereof without assigning any reasons or giving explanation thereof.

SPECIFICATIONS ATTACHED:-

Sl. No.	Code No.	Descriptions of Stores	A/u	Qty.
		As per list attached (Items two only)		

Yours faithfully,
for Swami Vivekanand National Institute of
Rehabilitation Training & Research

STORES OFFICER

Enquiry No-AD-5/clind/LICF/14-15 dt.28.08.2014

Sl. No.	Nomenclature	A/U	Qty. Reqd.
1	Wooden Catalogue Card Cabinet with lock system, S-H-2ft. W-2ft. Len-2ft.)	No	1
2	Circular Table (Library counter for issue & return of LIB. documents, keeping of return documents etc.) H-3ft, Width-2 1/2ft, Length-12ft.)	No	1

(Items Two Only)