

Sealed quotations are invited by post/hand for the supply of laboratory equipment for the course-Building Construction under **Community College Scheme of AICTE, Govt. of India.**

**GENERAL TERMS & CONDITIONS**

1. Suppliers should give the quote as per the specifications as specified in the attached list. All the products must bear the brand name (lot no., batch no., date of manufacturing and date of expiry (if any) etc. must be mentioned). Supplier shall not submit more than one quotation for the same set of goods.
2. The Supplier/firm must provide the pictures/brochures indicating specifications, features, make and model of the equipment/item. Non compliance may lead to rejection.
3. The supplier should invariably incorporate Guarantee/Warranty (G/W) clauses in his quotation letter wherever applicable. While incorporating G/W clause, nature should be specifically mentioned. One year Guarantee and three years Warranty should be provided. Non compliance will lead to rejection.
4. Quotation must be addressed to Principal, CCCT, Chisopani, P.O.Nandugaon, South Sikkim-737126, signed by authorized person. The quotation must be printed in registered letter head of the suppliers with ref. no. and date.
5. The quotations received after declared date & time are liable to be rejected. The institute shall not be responsible for receipt of quotations after due date for postal delays or any other reason, whatsoever.
6. Eligibility of Firm: Manufacturer/Authorized Agent/Authorized Dealer or Distributor. Certificate of authorized dealership to be submitted along with quotation, it should be self-attested by dealer/proprietor or authorized signatory with company/firm seal.
7. The supplier should quote price clearly in figure and total amount should be in both figure and words. All prices must be exclusive of VAT/CST and other applicable taxes; however, the rate of taxation must be mentioned appropriately. Price should be quoted ex-site and inclusive of transportation, installation, delivery, packing, transit insurance and forwarding charges till CCCT Chisopani, South Sikkim.
8. Trade/ Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates, shall not be paid by the institute under any circumstances. Over the price quoted, 1% Environmental Cess tax will be extra as per Sikkim Government tax rules and must be charged by supplier in their invoice.
9. Way Bill/Special Permit to be arranged by Supplier itself. The institute will not arrange the same.
10. The consignment of the equipment shall be booked always in favor of consignee only as per instructions mentioned in the purchase order.
11. Supplier shall submit document in regard to rate approved by Govt./Company/Manufacturer required along with the Invoice whose quotation is selected for technical scrutiny.
12. The firm may be called for technical discussions by the purchase committee duly constituted or nominated by the Competent Authority of this institute.
13. Supply of material should be completed within stipulated date/ time from the date of issue of firm order failing which the institute (CCCT) reserves the right to cancel the order. Delivery should be made within the 30 days from the date of Supply Order at the campus. Delay will attract penalties. Any extension of delivery date should be formally communicated prior to at least one week before the last

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date. Extension shall be provided formally subject to scrutiny of valid justification. Part supply shall not be accepted.

14. Free replacement must be made against defective/damaged supplies by the firm/supplier at their own cost & risk within 15 days.
15. Payment will be made after the delivery of items at our campus, Chisopani, South Sikkim and successful installation of the items as well as appropriate training provided to the concerned of items/equipment /software delivered. Only 40% advance if required payment can be given against the bank guarantee of the invoice amount submitted by supplier for the period of not less than six months.
16. Bill/Invoice should have PAN number printed or flat @20% income tax will be deducted as per Govt. notification.
17. The firms submitting the quotation against the quotations notice issued by the institute shall be governed by the laws of Govt. of Sikkim and be interpreted in accordance with such laws. Any dispute arising in process of the quotations, the matter shall be referred to the sole arbitrator who in such cases shall be the Principal CCCT and whose verdict shall be binding on both the parties.
18. The institute (CCCT) reserves the right to place order for the scheduled quantity and/or part thereof.
19. The terms & conditions given by the supplier will not be binding on us. The institute reserves all rights to reject a quotation not fulfilling above mentioned terms and conditions.
20. All disputes are subject to the jurisdiction of court at Namchi, South Sikkim.
21. Supplier should provide/supply Lab manuals and 3ft.X 4ft. size chart of the supplied equipment or any relevant circuits/designs etc.
22. A printed and signed copy of the Terms and Conditions must be made available with the quotation. **Last date of receiving quotation is 30.01.2017 by 12 noon.** Quotation will be received in all working days.

I have read all above 22 terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

Vendor/Supplier:

Name:

Place:

Date and sign with seal.

**Signature of Supplier With date & seal**

**FORM-1**

**PLEASE GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. THE NON-COMPLIANCE OF CONDITION MAY MAKE YOUR OFFER INVALID:**

**Quotation reference no.** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Application for the supply of: \_\_\_\_\_

2. Name of the applicant firm \_\_\_\_\_

3. Permanent Address: \_\_\_\_\_

4. Correspondence Address: \_\_\_\_\_

5. Telephone/Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

6. Status of the applicant/Firm: \_\_\_\_\_

(Whether manufacturer/authorized  
Agent/Authorized distributor/Authorized dealer/Trader)

7. Mode of supply: \_\_\_\_\_

(Direct/through dealer (Please give full  
Name & address of the dealer (if any) \_\_\_\_\_ Contact No. \_\_\_\_\_

8. VAT/CST Registration No. & date: \_\_\_\_\_

9. Service Tax registration no. & date: \_\_\_\_\_

10. Income tax PAN. No. \_\_\_\_\_

11. Details of present clients/consumer dealing with said equipment: \_\_\_\_\_

12. Indicate the after sales service of items quoted: \_\_\_\_\_

**Below mentioned documents must be attached with quotation:-**

1. General Terms & Conditions duly signed.
2. Demand draft of Rs 1000/- in favor of Principal CCCT, Payable at Jorethang, South Sikkim as cost of form which is non-refundable.
3. Copy(s) of certificate of dealership/distributor ship.
4. Copy(s) of Sales tax/trade tax/VAT registration certificate.

**NOTE:**

Before sending/submitted the quotation, the Firm should read attached terms& conditions, special terms & conditions, instructions to the quotation etc. carefully.

**Signature of Supplier With date & seal**