**GENERAL TERMS & CONDITIONS**

1. Sealed quotations are invited by post/hand for the supply of laboratory equipment under AICTE-MODROB Scheme-2011-12. The quotations received after due date & time are liable to be rejected. The institute shall not be responsible for receipt of quotations after due date due to postal delays or any other reason, whatsoever.
2. Eligibility of Firm: Manufacturer/Authorized Agent/Authorized Dealer or Distributor.
3. The Status **certificate must be submitted from appropriate authority to that effect.**
4. Quote shall be submitted as per the specification of the items.
5. The quotation must be printed in registered letter head of the suppliers with ref. no. and date. PAN number should be printed in the invoice/bill or flat rate of 20% income tax will be deducted as per Govt. Notification.
6. Quotation must be addressed to Principal, CCCT, Chisopani, P.O. Nandugaon, South Sikkim -737126, signed by authorized person.
7. All prices must be exclusive of VAT/CST and other applicable taxes, however, the rate of taxation must be mentioned appropriately. Document in regard to rate approved by Govt./Company/Manufacturer required to be submitted along with the Invoice.
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.
9. Quoted rates must include transit insurance and installation charges. The same should be insured against fire, theft, loss, vehicle accident or breakage etc during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the institute.
10. Price should be quoted ex-site and inclusive of transportation, installation, delivery, packing and forwarding charges to CCCT Chisopani, South Sikkim.
11. Payment term of the institute is 40% advance with Formal Acceptance within 7 days of issue of Supply Order, 40% on delivery and balance 20% on complete installation and training. Any variation must be mentioned and the institute reserves right to reject quote which is not acceptable. 100% advance payment cannot be made.
12. Over the price quoted, 1% Environmental cess tax will be extra as per Sikkim Government tax rules.
13. Way Bill/Special Permit will be made available by the institute, if required.
14. Supply of the goods must be as per Supply Order/Invoice only.
15. Supply of material should be/ required to 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. Any extension of delivery date should be formally communicated to us. **Part supply shall not be accepted normally, however in genuine case, permission may be granted.**
16. The supplier should quote clearly in figure and words the rate and amount quoted by him. The amount of each item should be worked out & requisite total given including all charges.
17. 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.
18. The manufacturer/dealer should mention their address of manufacturing unit/company, so that the institute may inspect, if required.
19. A firm shall not submit more than one quotation for the same set of goods.
20. 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.
21. 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.
22. All disputes are subject to the jurisdiction of court at Namchi, South Sikkim.
23. **The firm may be called for technical discussions by the purchase committee duly constituted or nominated by the Competent Authority of this institute**.
24. The firm must provide the printed pictures/brochures indicating specifications, features, make and model of the equipment being quoted. No web reference or product list will be accepted.
25. The institute (CCCT) reserves the right to place order for the scheduled quantity and/or part thereof.
26. Quotation is likely to be rejected in case it does not confirm to the specifications, terms and conditions etc as laid down.
27. The supplier should invariably incorporate Guarantee/Warranty (G/W) clauses in his quotation letter wherever applicable. While incorporating G/W clause, nature & duration should be specifically mentioned. Minimum one year Guarantee and three years Warranty should be provided.
28. Free replacement must be made against defective/damaged supplies by the firm/supplier at their own cost & risk.
29. Suppliers should give the quote as per the specifications as specified in the attached department wise 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 in the Invoice/Challan).
30. The consignment of the equipment shall be booked always in favor of consignee only as per instructions mentioned in the purchase order.
31. A printed and signed copy of the Terms and Conditions must be made available with the quotation. Last date of receiving sealed quotation is **10th September 2012**

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

**Signature of Supplier**

 **with seal**.

**FORM-1**

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

**Firm’s reference no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

2. Name of the applicant firm: M/S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

(Whether manufacturer/authorized

Agent/Authorized distributor/Authorized dealer/Trader)

6. Mode of supply: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Direct/through dealer (Please give full

 name & address of the dealer (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.\_\_\_\_\_\_\_\_\_\_\_

7. Sales Tax/VAT Registration No. & date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Income tax PAN. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Details of present clients/consumer dealing with said equipments :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. 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 500/- in favour of Principal CCCT, Payable at Jorethang, South Sikkim as

 cost of form which is non refundable.

3. Copy of certificate of dealership/distributor ship.

4. Copy of Sales tax/trade tax/VAT registration certificate.

**NOTE:**

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

**Signature of Supplier**

**With seal**