



Dr. SAROJ KUMAR SAHU
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Visiting Researcher: National Institute for Environmental Studies, Japan
Member: XXVII Indian Scientific Expedition to Antarctica (2008-09)
Principal Investigator Startup-Grant, UGC-FRP
Co- Principal Investigator, QUISARC (Ministry of Earth Sciences)

To

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CALL FOR QUOTATIONS/TENDERS

Sealed quotations / tenders are invited for the following enclosed list of equipment from authorized dealers / manufacturers so as to reach the undersigned on or before **13.02.2018** at **11:45 AM** positively.

The following terms/conditions should be strictly adhered to:

1. Sealed quotations/tenders should be sent by Registered Post or should be handed over to the undersigned personally so as to reach him before the closing time. All the quotations/tenders will be opened on **13. 02. 2018** at **12.30PM**. The renderers or their authorized representative must be present at the time of opening of papers.
2. The total cost of each item should be mentioned and should not be left to us for calculation. The total cost of each item should be calculated as per the following example.

Item	Description	Amount in Rs.
Please give details about the item		Price:
And Enclose leaflets, if any		(including GST as per new Govt. guideline w.e.f. 1 st July 2017 /Freight/ Transport charges)

3. The consignment has to be delivered at the P. G. Department of Botany, Utkal University, Bhubaneswar.
4. After-sales service along with technical assistance and warranty period should be mentioned in your quotation clearly. Price for optional on sight warranty for three or five years should be mentioned.

5. Delivery time should be given with your quotation.
6. Mode of payment should be given with your quotation.
7. Whether you have rate contract with Director of Export Promotion and Marketing, Orissa, or the Director General of supplies and disposals, Government of India if you are quoting the price at EPM or DGS & D rate. Please send a copy of that rate contract.
8. Please enclose a copy of Income Tax and Sales Tax clearance certificates or non-assessment certificates along-with your quotation.
9. Certificates on authorized dealership/distributorship from the manufacturer must be provided along with the quotation.
10. In case you are charging Excise Duty, please send a copy of Excise license in your favour.
11. Provision of concessional Sales Tax against production of 'C' or 'D' forms should be utilized.
12. You should quote the lowest possible price at your end.
13. Annual maintenance charges for the supplied items after the expiry of warranty period should be mentioned clearly.
14. The maximum period (in years) up to which the above items can be maintained or receiving the AMC from Utkal University should be mentioned.
15. A list of similar installations and maintenance certificates from the competent authorities of the concerned organization should be enclosed.
16. There will be a bipartite agreement on maintenance of equipment before the placement of an order.
17. Delivery of equipment should be done within 4 weeks.
18. Brochures containing detailed technical specifications must be submitted.
19. Earnest money as per rule, 1% of tender value or Rs. 1000/- which is higher in form of Draft in favour of "Co-Principal Investigator, QUISARC" payable at SBI, Utkal University Campus branch, must be submitted along with the tender.
20. Since it is a Government organization, no advance payment is possible.
21. The undersigned reserves the right to reject any or all the bills without notice assigning any reason.
22. The Tender paper will be opened on. **13. 02. 2018** at. **12.30PM**

Encl: List of Items with specifications

HOD,
Dept. of Botany

Dr. S. K. Sahu
(Principal Investigator)