Tentative format for calling quotation

(Indenter may change it and terms & condition as per his/her requirements)

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| logo ICFRE.gif | क्रय अनुभाग  वन अनुसंधान संस्थान  देहारादून-२४८००६  GSTIN 05AAAAI1708G2Z6  PAN NO. AAAAI1708G | Purchase Section  Forest Research Institute,  DEHRADUN-248006  Phone: 0135-2224205  <http://fri.icfre.gov.in/tender/>  Email: po\_fri@icfre.org | frilogo1.bmp |

No…………………………………………….. Date …………

INVITATION of QUOTATION

To,

M/s……………………………….

……………………………………..

Subject: Invitation of Quotation for Purchase of ………………………………

Sir/Madam,

Quotations are invited subject to the terms& conditions mentioned overleaf, for the articles noted below, in a sealed cover with the subject written on top of the envelope addressed to the undersigned, to reach this office latest by 3.00 PM on the date …………….. along with the Dealership Certificate and/or Authorization letter and other papers. The quotations will be opened on …………………… at 03.30 PM. and if desired you may send your representative at the time of opening the quotations.

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| --- | --- | --- | --- |
| Sl. No. | Name of the Items and Specifications | Quantity | Comprehensive warranty (Years) |
|  |  |  |  |

\*FRI Dehradun is eligible for Custom Duty exemption and GST @ 5% for research related purchases as per Govt. rules. Therefore the bidders quote accordingly.

(………………………………)

Name:

Designation:

Email:

Mobile:

**Terms & Condition:**

1. The quotation should be printed on official pad preferably with **GST Number** of the firm.
2. If the Supplier/firm is manufacturer/authorized dealer/sole distributor of the item, the certificate to this effect should be attached.
3. Full specifications, details and information regarding the articles to be supplied such as make, size, etc., should be supported by printed literature, pamphlets, and samples wherever possible.
4. Supply means **Supply, Installation and Commissioning**.
5. Delivery period required for supplying the material should be invariably specified in the quotation.
6. FRI Dehradun is eligible of **concessional GST @5%** and also exempted from custom duty against DSIR certificate for items purchase for research purpose. The bidder should quote accordingly.
7. Full details of business terms and conditions, e.g. packing and forwarding charges, delivery period, Taxes (whether Provincial or Central) other taxes/charges, installation etc, if any; the validity period of quotation discount, free delivery, packing or any other information relevant to supply may also please be given.
8. Please note that under Government Orders **No Insurance Charges are Admissible.** The responsibility of safe delivery of the goods in sound condition according to quotations at Dehradun, will be the suppliers and the cost for any breakage, leakage, or loss, etc., will be deducted from the suppliers bill.
9. The item shall carry the **COMPREHENSIVE WARRANTY** for …………. months from the date of acceptance of the equipment by FRI Dehradun. Warranty shall include free on-site maintenance including free replacement of parts.
10. **No advance payments** are allowed under any circumstances.
11. Quotation received after the closing date and time shall not be considered.
12. The stores are required **F.O.R. Dehradun** and delivery at other places is not acceptable to us.
13. The payment will be made after the goods have been received satisfactorily on presentation of supplier’s bill.