

REGISTERED

M/s _____

Subject: Notice Inviting Quotation for Purchase of Oil (Consumable) items.

This institute intends to purchase of Consumable items as detailed **Annexure-‘A’** attached. Interested firm/parties are requested to send the quotation to the office of undersigned in a sealed cover super scribed **“Quotation for Oil (Consumable) items” on or before 10.03.2015.**

Note: It may be noted that quotation received only through REGISTERED/SPEED post shall be considered. The institute is located in remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time considering this factor.

N.B.:

1. Rate of ST/VAT if extra must be mentioned clearly.
2. Price quoted must be FOR SLIET.
3. Quotation received later than due date are liable to be ignored/rejected.
4. Other terms and condition for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.
5. We are not responsible for accidental opening of the cover if it is not properly super scribed and sealed.
6. Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.

Faculty I/c (Purchase)

TERMS & CONDITIONS FOR QUOTATION

| | |
|---------------------------------|---|
| DELIVERY | The rate quoted must preferably be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra ad-valorem rate payable, it should be clearly indicated. Supply should be made within the specified delivery period. |
| TERMS OF PAYMENT | Our normal terms of payment is within 30 days after receipt of stores in good condition by means of cheque/draft/RTGS |
| TAXES | No sales tax concession against Form C and 'D' is admissible to this Institute. However, 'Form E' certificate being an educational institute can be issued if sales tax concession is admissible. |
| EXEMPTIONS | Excise and customs duties are exempted to the institute. The relevant exemption certificate will be issued to the successful bidder only if the excise duty/custom duty is exclusively mentioned in the Quotation. In case the offered items are to be imported, the rates should be quoted in foreign currency on FOB basis. Basic duty as applicable under notification No. 51/96 customs dated 23.07.1996 as applicable shall be borne by the institute. If the price quoted is in foreign currency then payment shall be made through letter of credit against submission of B.G. of Min. 25% value of supply order, if the order value is more than US\$ 10,000 or through Telegraphic Transfer (TT) if the order value is less than US\$ 10,000 through Nationalized banks. The bank charges outside India should be borne by the Beneficiary. Clearance at customs will be arranged by us but you will assist our clearance agent. In case of indigenous item the price must be quoted in Indian Rupees and 100% payment will be made only after successful installation, testing and commissioning of equipment. No advance payment will be made. |
| DIRECTOR'S RIGHTS | Director, SLIET, reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. SLIET also not bind itself to accept does the lowest price. In case of any dispute, the decision of Director SLIET will be final & binding. |
| VALIDITY OF QUOTATIONS | Quotations will be considered valid for 03 months from the date of quotation |
| CORRESPONDENCE | No correspondence regarding acceptance/rejection of a quotation will be entertained. |
| SAMPLE/BRAND/MAKE/WEIGHT | Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed. |
| REJECTION | Quotation not confirming to the set procedure as above will be rejected. |
| DISCOUNT/REBATES | A special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated. |
| | Conditional, telegraphic quotation shall be rejected out rightly. |
| | SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. |
| | Quotation should be free from corrections & erasures. |
| | Faculty I/c (Purchase) |

ANNEXURE-'A'

SPECIFICATION OF OIL ITEMS TO BE PROCURED

| Sr. No. | Name of items | Qty. |
|----------------|-------------------------|-------------|
| 1. | Mobile oil B-40 Castrol | 10 ltr. |
| 2. | Greece castrol | 1 Kg. |
| 3. | Mobile oil 20 W 40 no. | 2 Ltr. |
| 4. | Mobile oil 20 W 40 | 5 ltr. |
| 5. | Mobile oil 20 W 40 | 5 ltr. |