

## TERMS & CONDITIONS

1. The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Hand written quotation will not be considered.
2. It may kindly be noted that your bid should
  - A) *be in Single part bidding*
  - B) **Bid Security (NIL)**
3. Each quotation must be sent electronically in single cover through e-procurement portal (<https://etenders.gov.in>)
4. The acceptance of the quotation will rest with the competent authority of CSIR-Indian Institute of Petroleum, Dehradun who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.
5. Price quoted should be net and valid for a minimum period of 120 days from the date of opening of the quotation.
6. The bidder must submit the applicable Price Schedule form as Annexed to the tender document.
7. **Complete specification with manufacturer's name and address should be given while quoting. Literature/Pamphlets etc. should also be uploaded wherever applicable .**
8. Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of unit should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of RFQ.
09. In cases of agents quoting on behalf of their foreign manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
  1. The foreign manufacturer directly or through one Indian agent on his behalf; or
  2. Indian/foreign agent on behalf of only one principal.
10. Please indicate the name and address of the agents in India if any, the details of service to be rendered by them & the percentage of commission payable to them. **Agency commission payable to the Indian Agent should be clearly indicated.** The Agency commission would be payable only in Indian Rupees after acceptance.
11. This lab/Instt Is registered with Dept. of Scientific & Industrial Research, Govt. of India and concessional customs duty and GST & IGST are leviable vide notification no. 54/2002-Customs on all imports covered under notification No.51/96-Customs dated 23.07.1996, Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14<sup>th</sup> November, 2017 and similar State Tax (Rate) notifications.

12. The mode of dispatch/transportation of the items must be by **Air/Sea/Rail/Road only.** **(Retain one only).**
13. Delivery period required for supplying the material should be invariably specified in the quotation. The offered delivery period shall have to be strictly adhered to in case an order is placed.
14. Liquidated Damages Clause for delays: The applicable rate is 0.5% per week and maximum deduction is 10% of the contract price.
15. In case the items in the enquiry are covered by any rate contract or running contract finalized by any other state or central government, it should be specified in your quotation and accepted contract rates should also be mentioned.

- If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
- 16.

- All supplies are subject to inspection and approval before acceptance. Manufacturer warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
- 17.

- TDS would be recovered as per rules in case of Fabrication/ Servicing/ Maintenance jobs/Installation charges etc.
- 18.

Kindly furnish the copies of PAN & GST Number .

- 19 Our normal payment terms are 100%(hundred percent) within 30(thirty) days on receipt and acceptance of material at our site in good condition. Please inform your Bank details for RTGS payment.
20. All disputes shall be settled in the courts of Dehradun (U.K.) Jurisdiction only.
21. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
22. As per Govt. of India procurement policies,
  - a. The purchaser intends to give purchase preference to local suppliers\* in case the cost of procurement is in the range of more than Rs 5.00 lakhs and up to Rs. 50.00 lakhs.
  - b. There is no restriction on the eligibility of the suppliers.
  - c. The procuring entity intends to give purchase preference to products/goods manufactured by micro, small enterprises.

\*"Local supplier" means a supplier or service provider which meets the minimum local content as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 16<sup>th</sup> Sept, 2020 or by the competent Ministries/Departments in pursuance of this order.

'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

**COSP/SPO**