**QUOTATION LETTER**

To :  

Subject : **Quotation for supply Air Conditioner**.

Sir,

Quotation is invited by the undersigned on behalf of Controller General, Indian Bureau of Mines, Nagpur for supply of Air conditioner of this department. The quotation should be submitted in the following format failing which the same is likely to be rejected.

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Particulars of items /store</th>
<th>Qty Req.</th>
<th>Rate for one</th>
<th>Amount</th>
<th>VAT</th>
<th>Other charges (specify, if any)</th>
<th>Grand total for</th>
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<tbody>
<tr>
<td>(a)</td>
<td></td>
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<td>( d )</td>
<td>( e )</td>
<td>( f )</td>
<td>(h)</td>
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<tr>
<td>1</td>
<td><strong>Window Air Conditioner</strong></td>
<td></td>
<td>01 No.</td>
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<td></td>
<td>Tonnage – 1.5 ton</td>
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<td></td>
<td>Stare Rating – 5-star</td>
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<td></td>
<td>Compressor – Rotary with R 410A refrigerant (Gas)</td>
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TERMS & CONDITIONS:

1. QUOTATIONS: Quotations should be sent in sealed cover super scribed quotation reference number, date, supply of items / stores for which quotation was issued, last date of quotation etc. on the top of envelop and addressed to the Chief Mineral Economist, Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur 440001. The same should be addressed to Chief Mineral Economist, Indira Bhavan, 3rd floor 'D' Block Civil Lines, Nagpur 440001.. The department will not be responsible for late receipt of any quotation (i.e. after due date. The quotation will be accepted upto 3.30 pm on or before 01.03.2016 and it will be opened at 4.00 pm on the same day in the presence of participating at the time of opening of quotation or their authorized representatives. (if available)

2. VALIDITY: The quotation/rates will remain valid for a period of 6 months (180 days) from the date of opening of quotation.

3. VAT: Prevailing VAT as applicable

4. TIN / CST / ST / VAT Number wherever applicable must be clearly mentioned in the quotation and bill also.

5. Stores shall be supplied on door delivery basis as per terms and conditions contained in the supply order. The F.O.R destination, no other charges such as octroi, packing, forwarding freight Insurance, loading and unloading, clearance, installation and commissioning, orientations or on the job training etc. will be borne by the department. However, Octroi Exemption Certificate, if required, will be issued and request for such certification must be indicated in the quotation.

6. The quotation should indicate the warranty/guarantee/replacement period. The minimum warranty/guarantee period will be one year unless an increased period is specially mentioned against the items

7. PAYMENT: 100% Payment within 30 days (approximate) against the pre-receipted bill in triplicate after receipt of item (s) in full and in good condition. The payment will be made through EFT (Electronic Fund Transfer) / ECS (Electronic Clearing Systems) only. Prescribed proforma will be provided with the supply order and it must be submitted duly filled in with all the relevant information along with the bill.

8. DELIVERY: The parties must specify the delivery date by which they should ensure the supply of material, its installation and commissioning, if any before the specific date. The intended supplier must submit the acceptance of the order within 7 days from the date of receipt of order.

   (i) The delivery date is the essence of the contract and supplier shall, therefore complete the contract on or before stipulated time. Indian Bureau of Mines does not accept partial delivery of consignment.

   (ii) Should it appear that there is likely delay for execution of the contract work due to any reason which are beyond the control of the supplier; the supplier should obtain, well in advance, the concurrence of the competent authority of the Department in writing for extension of delivery date. However, this solely depends upon the competent authority of the Department who has full authority to reject the request for extension of date.

The Department reserves the rights to extend the opening dates and reject the quotation without assigning any reasons.

S/d-

( S.Z. Hasnain )
Mineral Officer (I)
for Chief Mineral Economist