



## **ENQUIRY LETTER**

ENQ. NO.: HD/PUR/SP-34/DRS/03/2016-17/

Date: 11.01.2017

To

M/s. Toshwin Analytical Pvt. Ltd.,  
Secunderabad

**Subject: Procurement of 'Diffuse Reflectance Spectroscopy' – Regarding.**

Due date for receipt of the quotations		<b>01</b>	<b>2017</b>	<b>TIME BY:15.30 hours</b>
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Sir,

Sealed quotations conforming to the specifications are invited in **TWO BID SYSTEM** for the following item(s) from reputed manufacturers/authorized distributors/dealers. Quotation may please be submitted, keeping in view, the terms and conditions given below and overleaf, otherwise quotations will be rejected.

S. No.	Description of the item	Quantity
01	Diffuse Reflectance Spectroscopy – Integrating sphere attachment for UV-Vis	1 No.

### **Terms & Conditions:**

- Detailed information regarding previous experience of supply of similar item to any Government Organizations as well as Private organizations and list of the clients with contact details. Copies of the supply orders received may also be enclosed with the **technical bid**, should not be more than three years old (**format enclosed**).
- PRICE REASONABILITY CERTIFICATE:** A certificate indicating that the rates quoted are not more than as charged to other Govt. /PSU's for similar supplies made in recent past should accompany the **financial bid** in support of its price reasonability (format enclosed).
- CERTIFICATE:** In case of response to this bid from authorized distributor/dealer, a certificate to this effect should be invariably attached with **technical bid**.
- PAYMENT TERMS:** Our normal mode of payment is 100% within 30 days after receipt and acceptance of material in good condition. No advance payment will be paid.

### **Note:**

- The envelope super-scribed with [a] Quotation No. [b] Due Date & [c] Description of the Item and be sent to the undersigned before the due date.
- The Technical bid (Envelope No. 1) & Financial bid (Envelope No. 2) should be in separate sealed covers. Combined quotations will be REJECTED.**
- The quotation should be submitted in the enclosed format only.**
- The Enquiry Letter No. & date should be clearly indicated in the quotation, otherwise quotation will be rejected.**
- Firms or their authorized representatives are requested to attend the opening of ~~Combined~~/**Technical** bids after closing time i.e. **on 27.01.2017 at 15:45 hours**. If there is any delay in opening of technical bids will be intimated to all bidders.
- These details are also available in our website: <http://www.cmet.gov.in>

Thanking you,

Yours faithfully,

(G.K.VENKATESAN)  
Administrative Officer  
[venkatesan@cmet.gov.in](mailto:venkatesan@cmet.gov.in)

To  
M/s.



**Procurement of 'DIFFUSE REFLECTANCE SPECTROSCOPY-  
INTEGRATING SPHERE ATTACHMENT FOR UV-Vis '**  
**TERMS AND CONDITIONS**

1. The specifications for the items quoted should be explicit, clear and all available technical literature, catalogues and other data in support of the specifications of the items should be furnished along with the quotation.
2. Quotation should be valid for a minimum period of NINETY DAYS from the due date.
3. The sealed quotation should reach on or before the specified date to the Administrative Officer, Centre for Materials for Electronics Technology, IDA Phase-III, Cherlapally, HCL (PO), Hyderabad –500 051.
4. It should be mentioned specifically whether the price quoted includes all taxes and duties. Sales tax and / or other duties and levies where legally leviable and intended to be claimed should be distinctly shown separately in the tender. VAT/CST registration No. and date up to its validity should be indicated. We won't be able to provide "C" & "D" forms, hence quote for the taxes actually leviable.
5. **We are exempted from Excise Duty and Customs Duty as per Notification No. 10/97-Central Excise dated 01.03.1997 & No. 16/2007-Central Excise dated 01.03.2007 AND No. 51/96-Customs dated 23.07.1996 & No. 24/2007-Customs dated 01.03.2007 respectively.**
6. C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserve the right to accept or reject any part of the tender without assigning any reasons.
7. Corrections if any must be attested. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
8. Terms and Conditions for the contract to be signed for the supply of items should be provided along with the quotation.
9. Tenders should submit along with their quotation, details of similar equipments / machineries supplied to Scientific / Technical Institutions during the past 3 years in India and the reference to that effect may be clearly mentioned.
10. In case you are an Authorized Agent and can arrange supply of the items, please forward your quotation F.O.R. Destination Hyderabad only along with the authorization letter from the manufacture.
11. **CHECK LIST**  
Please ensure to check the following before submitting quotation otherwise quotation will be liable for rejection:

1	Price	Verify price quoted both in figures and words are correct.
2	Validity of offer	Please indicate that Offer is valid for a period of <b>90</b> days from the date of opening of price bid.
3	Payment terms quoted *	100% after delivery & installation of the item. No advance/part payment will be effected. <u>* our normal mode of payment is 100% within 30 days after receipt and acceptance of materials in good condition (i.e. within 30 days after satisfactorily installation &amp; commissioning).</u>
4	Delivery period	Should be clearly indicated. Delivery of the item within Time limit is the essence of the contract failure will attract Penalty.
5.	Packing & forwarding charges	Should be clearly indicated. Mentioning "EXTRA" will not be acceptable.
<b>6</b>	<b>Payment of statutory levies</b>	<b>Central/VAT - Full                      CESS                      - Full</b> <b>Excise duty - Exempted              Custom duty                      - Exempted</b>
7	Freight charges	Clearly indicate delivery charges Paid or FREE up to CMET stores, Cherlapally, Hyderabad- 51.
8	Transit Insurance	Clearly indicate to be borne by the party or C-MET.
9.	Guarantee / Warrantee	Party should clearly indicate period of warrantee and after sales service/AMC

Administrative Officer

**(in the company letter head)**

**BIDDER'S DETAILS**

1	Name of the supplied/party/firm	
2	Name of the authorized representative	
3	Communication address	
4	Telephone Nos	
5	Mobile Nos	
6	Fax and e-mail address	
7	Web address	
8	Bank details for payment through NEFT/RTGS	
9	Name of Bank	
	Branch	
	Account No	
	IFSC No	
	MICR No	
	Cancelled cheque for verification of above details	

(Signature & seal of the bidder)

**(in the company letter head)**

**PRICE BID**

Tender Reference No. :

Name of the Stores/  
Goods/Equipment : Rayon Grade Caustic Soda Lye

<b>Sl. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit price (₹)</b>	<b>Amount (₹)</b>
	Total			
	Central Excise Duty, if any			
	Sales Tax / VAT, if any			
	Other Taxes, if any			
	Packing & Forwarding charges, if any			
	Freight/transportation charges, if any			
	Insurance charges, if any			
	Erection & Commissioning charges, if any			
	<b>GRAND TOTAL</b>			

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Any other relevant information:

Delivery Schedule: Full quantity will be supplied/completed on immediate basis. The prices quoted are valid for a period of 90 Days from the date of opening of bids.

TIN No.:

Service Tax Registration No.:

Sales Tax Registration No.:

Excise Duty Registration No.:

(Signature & seal of the bidder)

**(in the company letter head)**

**PRICE REASONABILITY CERTIFICATE**

It is certified that the rates quoted \_\_\_\_\_ are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. Copies of the supply orders received from other Govt/PSU's are enclosed alongwith the technical bid.

(Signature & seal of the bidder)

**(in the company letter head)**

**PREVIOUS EXPERIENCE DETAILS**

Sl. No.	Name of the Organization	Contact person Name, telephone / mobile no., fax, e-mail	Date of Supply	Quantity	Remarks

(Signature & seal of the bidder)