



**ENQUIRY LETTER**

ENQ. NO.: HD/PUR/SP-39/AM&P/02/2018-19/10551

Date: 4 .12.2018

**Subject: Procurement of "AGATE MORTAR AND PESTLE WITH GREY COLOUR" –  
Regarding.**

Due date for receipt of the quotations	26	12	2018	<b>TIME BY:16.30 hours</b>
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Sir,

Sealed quotations conforming to the specifications are invited 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
1	Agate Mortar and Pestle with grey colour – 5" dia – ID 125mm	2 Nos.
2	Agate Mortar and Pestle grey colour – 6"dia – ID 150mm	1 No.
DELIVERY PERIOD: 3 Weeks		

**Terms & Conditions:**

C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) dated 14.11.2017. The requisite certificate for availing concessional GST Rate along with documents will be provided.

**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 & Financial bid should be in separate sealed covers: NA**
- 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~~ on **27 .12.2018 at 1200 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,

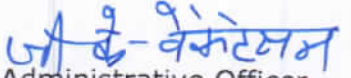
(G.K. VENKATESAN)  
Administrative Officer  
venkatesan@cmet.gov.in

Encl.: As above.

TO

**Specific terms and conditions to the tender:-**

1. Please submit the Technical Details/Catalogue/Data Sheets.
2. The offer should be valid for a period of 90 days from the date of opening of Tender.
3. **Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by Hand/speed post/courier so as to reach us on or before the due date & time. C-MET will not be responsible for any postal delays.**
4. **E-Mail/fax quotations 'WILL NOT BE ACCEPTED'.**
5. **All Tax invoices shall invariably bear your GST Registration No. (GSTIN) and the applicable GST rates. In the absence of which, the invoice(s) shall not be processed for payment.**
6. Our standard delivery term is FOR, C-MET. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lumpsum amount.
7. We are exempted from the payment of Customs Duty as per Notification No. No. 51/96- Customs dated 23.07.1996 and necessary exemption certificate shall be issued upon request.
8. ***C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) dated 14.11.2017 and Notification No. 10/2018-Integrated tax (Rate) dated 25.01.2018. The requisite certificate for availing concessional GST Rate along with documents will be provided.***
9. Our standard payment term is 100% within 30 days for indigenous orders and sight draft for foreign orders. Firm should provide Bank details for RTGS remittance.
10. **Liquidated Damages: - The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire stores is supplied, installed and accepted.**
11. **Security Deposit:-** Wherever the offer value is Rs. 5.00 lakhs or above, the successful tenderer should submit Security Deposit@10% of the order value by way of Bank Guarantee /FC Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs. 200/- Non Judicial Stamp paper and should be valid beyond 2 months from the completion of all contractual obligations.  
**Note: Clause NO. 9 & 10 are mandatory and offers of the vendors who have not agreed for the above conditions will be excluded from the procurement process. Micro and Small Vendors are not exempted from the submission of Security Deposit.**
12. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre/ Udyog Adhar / NSIC Registration Certification along with your offer.
13. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
14. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.

  
Administrative Officer  
C-MET, Hyderabad

**(in the company letter head)**

**BID FORM AND PRICE SCHEDULE**

Tender Reference No. : ENQ. NO.: HD/PUR/SP-39/AM&P/02/2018-19/10551  
Date: 4.12.2018

Name of the Stores/ Goods/Equipment : **AGATE MORTAR AND PESTLE WITH GREY COLOUR 5" DIA AND 6" DIA**

Sl. No.	Description	HSN/ SN CODE	Qty	Unit Price/ Rate	Amount/ Rs.
1.	<b>AGATE MORTAR AND PESTLE WITH GREY COLOUR - 5" DIA</b>		2 Nos.		
2	<b>AGATE MORTAR AND PESTLE WITH GREY COLOUR - 6" DIA</b>		1No.		
	Freight charges				
	Insurance				
	Taxable value				
	GST				
	<b>GRAND TOTAL</b>				

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Place of delivery: C-MET, HYDERABAD
5. Warranty, if applicable:
6. GST Registration No:
7. Any other relevant information:

Signature of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)  
HYDERABAD LAB

**CHECK LIST**

Documents to be submitted along with the bids  
**(COMBINED BID)**

S No	Description	Yes/No	Page No
1	Covering/introduction letter from the Firm referring to C-MET's tender enquiry No and date <b>towards participation in the tender</b>		
2	Acceptance of terms & conditions of tender		
3	Signed copy of tender enquiry		
4	Price Reasonability Certificate		
5	Previous experience details alongwith documents like POWO etc (not more than 3 years old)		
6	Undertaking and declaration	—	—
7	Technical compliance statement with/without deviation		
8	Technical brochure of the Product offered or drawings		
9	GST Registration certificate or No		
10	Bank details for NEFT/RTGS		
11	Warranty		
12	Bid form and Price schedule with <b>commercial terms WITH PRICE</b>		