

TERMS AND CONDITIONS OF THE TENDER

1. THE QUOTATION SHOULD REACH THIS OFFICE UPTO SPECIFIED DATE AND WITHIN THE WORKING HOURS OF THE OFFICE.
2. IF THE QUANTAM OF ORDER EXCEEDS RS.1 LAC, SECURITY DEPOSIT IN THE NATURE OF PERFORMANCE GURANTEE SHALL BE PAYABLE BY THE SUCESSFUL TENDERER @ 10 % OF THE CONTRACTED VALUE. THE SECURITY DEPOSIT SHALL BE ACCEPTED IN THE FORM OF DEMAND DRAFT OR BANK GUARANTEES THROUGH SCHEDULED BANKS. THE DEPOSITS SHALL NOT CARRY ANY INTEREST.
3. THE SUPPLY OF THE ITEMS WILL BE ACCEPTED AT THE ADDRESS GIVEN IN THE TENDER LETTER AND NO EXTRA CARRIAGE AND FREIGHT WILL BE GIVEN. F.O.R DIVISIONAL OFFICE STORES (BASEMENT)
4. WE WILL NOT BE BOUND TO ACCEPT THE LOWEST QUOTATION; QUALITY OF THE ITEM CONCERN WILL ALSO BE TAKEN INTO ACCOUNT.
5. WE RESERVE THE RIGHT TO CANCEL ANYONE OR PART OF A TENDER AND ALSO CAN REDUCE/INCREASE THE TENDER QUANTITY WITHOUT ASSIGNING ANY REASONS THEREOF.
6. THE SUPPLY SHOULD BE MADE WITHIN 15 DAYS OF OUR FINAL ORDER/PROOF OR AS PER OUR ORDER/REQUIREMENT.
7. IF THE SUPPLY IS MADE AFTER 15 DAYS OF ORDER/PROOF BUT WITHIN 30 DAYS, 1% OF THE BILL AMOUNT + GST CAN BE DEDUCTED AS PENALTY.
8. IF THE SUPPLY IS MADE AFTER 30 DAYS BUT WITHIN 45 DAYS OF OUR ORDER/PROOF, 2% OF THE BILL AMOUNT + GST CAN BE DEDUCTED AS PENALTY.
9. IF THE SUPPLY IS MADE AFTER 45 DAYS BUT WITHIN 60 DAYS OF OUR ORDER/PROOF, 3% OF THE BILL AMOUNT + GST CAN BE DEDUCTED AS PENALTY.
10. IF THE SUPPLY IS NOT MADE WITHIN 60 DAYS, WITHOUT ANY GENUINE REASONS, THE SUITABLE ACTION OF BLACKLISTING/DELISTING WILL BE TAKEN.
11. THE SUPPLY WILL BE ACCEPTED DURING WORKING HOURS ONLY.
12. IF THERE IS A HOLIDAY ON THE LAST DAY OF THE TIME LIMIT, THE NEXT DAY WILL BE DEEMED AS THE TIME LIMIT.
13. PLEASE ATTACH YOUR SAMPLES IN RESPECT OF UNBRANDED ITEMS, OTHERWISE YOUR RATE FOR THOSE ITEMS WILL NOT BE CONSIDERED, PAPER SAMPLES OF ONLY DEMANDED MAKE /MILL WILL BE ACCEPTED.
14. THE QUANTITY OF ITEMS TENDERED MAY BE OBTAINED IN TWO OR MORE PARTS AS PER OUR REQUIRMENTS.
15. QUOTATIONS FOR THE ITEMS WITH THE SPECIFICATIONS OTHER THAN AS SPECIFIED IN OUR TENDER WILL NOT BE ACCEPTED.
16. IN THE EVENT OF BREACH OF ANY CONDITION OR IF THE QUALITY/QUANTITY OF STORES SUPPLIED DO NOT CONFIRM TO THE STIPULATIONS CONTAINED IN THE CONTRACT THE SECURITY DEPOSIT SHALL BE FORFEITED IN ADDITION TO THE CORPORATION SEEKING OTHER RELIEF WHICH MAY BE AVAILABLE AS PER LAW.
17. THE PRODUCT SHOULD ADHERE TO QUALITY, STANDARD, AGEING AS MENTION IN THE CATALOGUE/SPECIFICATION.

THE ABOVE TERMS AND CONDITIONS ARE ACCEPTABLE TO US.

[SIGNATURE OF THE VENDOR WITH OFFICIAL SEAL]