

## **Instructions, Terms And Conditions**

[The bidder should offer / quote special educational discount for the Institute.]

- 1) The price should be quoted F.O.R. Dr Panjabrao Deshmukh Polytechnic, Amravati on delivery basis.
- 2) Submission of Quotation: Quotations shall be submitted by “Two envelop system” Envelop-A referred as ‘Technical Bid’ should consists of following documents for technical scrutiny:
  - i. Undertaking of No organisation/institution has blacklisted your firm (*Annexure 01*)
  - ii. Shop Act licence / S. S. I. registration
  - iii. G. S. T. registration certificate
  - iv. Undertaking regarding specifications of Instruments/Machineries (*Annexure 02*)
- 3) Envelop-B preferred as “Commercial Bid” shall consists of the (*Annexure 03-BoQ*) total quoted price, including all taxes. Conditions of supply, if any, should be properly and explicitly mentioned in the quotation.
  - i. Validity: The rates must be valid for 45 days from the date of opening of quotations
  - ii. Price: For destination at Dr Panjabrao Deshmukh Polytechnic, Amravati
  - iii. Taxes: Cost should be inclusive of all taxes.
  - iv. Packing forwarding, freight & insurance: Inclusive
- 4) Quotation shall remain valid for 45 days from the date of opening the quotation.
- 5) Each Vendor shall submit only one quotation. Vendor shall furnish price & other information in the prescribed Price Bid format. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as non-Responsive.
- 6) If any document of tender /quotation enquiry, certificate etc. submitted by the vendor is observed to be incorrect /false/ forged/having ambiguity, intentionally or un-intentionally at any stage, the tender/quotation submitted by the vender is liable to be treated Disqualified/Non-Responsive. Further the Institute reserves the right to initiate any action as deemed fit in such case against the vendor including the action of blacklisting of firm.
- 7) The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
- 8) Vendors should offer special educational discount to the Institute on quoted rates.
- 9) Prices should be quoted in INR Indian currency
- 10) Guarantee/Warranty: Normal comprehensive warranty/guarantee for minimum 01 year shall be applicable in case any part or whole of the equipment is found to be defective during the guarantee period the same will have to be replaced/repaired free of cost by the vendor, subject to maximum warranty offered by company beyond 1 year.
- 11) Delivery Period: Vendor will be required to give Delivery of the Goods within Two (2) Weeks from the receipt of Purchase order Goods shall be supplied / delivered by the Vendor at the installation site in concerned department of Dr Panjabrao Deshmukh Polytechnic, Amravati at free

of cost on working days. Vendor shall deliver the material strictly as per the delivery schedule given in Purchase order, failing which cancelling order will be discretion of principal.

- 12) Payment: Institute will release the 80% payment on delivery of items at Dr Panjabrao Deshmukh Polytechnic, Amravati. 20% Payment shall be made after 30 days subjected to satisfactory performance of the equipment. No Advance payment shall be made. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through ECS / NEFT / RTGS. For electronic payment mode vendor's bank details on Firm / Company letter head will be required.
- 13) Quotations received after the last date of submission will not be considered.
- 14) Any amendment or corrigendum regarding this enquiry will be issued on the Institute website ([www.drpdpolyamt.org](http://www.drpdpolyamt.org)).
- 15) Principal, Dr Panjabrao Deshmukh Polytechnic, Amravati reserves the right to increase/decrease the ordered quantity by upto 25 (Twenty-Five) percent at any time, till final delivery date (or the extended delivery date of the contract/ Purchase order), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period) of goods at any state. (As per option Clause 9.3.1 of Manual for procurement of Goods 2017).
- 16) Principal, Dr Panjabrao Deshmukh Polytechnic, Amravati reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- 17) It will be presumed that the vendor has read carefully all the above-mentioned instructions, terms & conditions and abide by same.
- 18) The Quotation in sealed envelope super-scribed with "Quotation Enquiry for procurement of "Item Name" for "Department Name" and to be sent to Principal, Dr Panjabrao Deshmukh Polytechnic, Shivaji Nagar, Amravati Maharashtra (India) 444603. The quotation can also be submitted in person to the inward section at office of Dr Panjabrao Deshmukh Polytechnic, Amravati in the any working day.
- 19) For Tender/Quotation Fee use following Details

<b>For Tender Fee</b>	
Name of Bank:	Dr Panjabrao Deshmukh Urban Cooperative Bank LTD, Shivaji Nagar, Amravati
Account No:	001020600000082
IFSC Code:	HDFC0CPDB01

**PRINCIPAL**  
Dr. Panjabrao Deshmukh Polytechnic,  
Amravati