



No. WII/A Cell/20-21/Ruchi/19

Dated: 11.8, 2021

To,

Sub: Quotations for Purchase of Neckties and Scarves for NMCG Phase II Component 1A Project – regarding.

Sir,

The Wildlife Institute of India, Dehradun wishes to purchase the following items for NMCG Project. You are requested to quote your prices for as per the details given below:

S. No.	Description of the item	Qty
1.	Micro Woven Neckties with Sarus Logo in 3 Colours i.e. Green, Blue, Maroon	180 of each Colour (Total: 540 each)
2.	Micro Woven Scarves with Gangetic Dolphin in 3 colours i.e. Green, Blue, Maroon	140 of each colour (Total: 420 each)
3.	Micro Woven Neckties with Gangetic Dolphin Logo in 3 Colours i.e. Green, Blue, Maroon	180 of each Colour (Total: 540 each)
4.	Micro Woven Scarves with Sarus Logo in 3 colours i.e. Green, Blue, Maroon	140 of each colour (Total: 420 each)

Terms & Conditions:

1. The item quoted should be as per details mentioned in the above table.

2. The Institution is registered with the Department of Scientific & Industrial Research, New Delhi. Under Central Tax (Rate) / Integrated Tax (Rate) Exemption Certificate in terms of Notification No. 45/2017-Central Tax (Rate)/ No. 47/2017 — Integrated Tax (Rate), Dated 14.11.2017 issued by Ministry of Finance, Department of Revenue of Government of India, the GST is leviable on the goods thereon at concessional rate, calculated at the rate of 5%. Also, it is certified that the exemption from Central Tax (rate) / Integrated Tax (Rate) claimed under this Notification is required for research only and the goods shall be used for such purpose only by the institution and the institution is not engaged in any Commercial activity.
3. The item being quoted should be of Original Equipment Manufacturer (OEM) of reputed company and no non-standard item will be accepted by the Institute. The bidder should be an Authorized Distributors of OEM or their authorized dealer in India. An authorization certificate/letter from the OEM or Authorized Distributor to this effect should be attached with the offer; failing which their offer will not be considered by the Institute.
4. The supplier should indicate brand/make and full details of the item and submit complete technical specifications, without leaving any scope for ambiguity and must also attach technical information literature, leaflets, catalogues, brochures etc. The supplier must ensure that the quotation submitted is in accordance with the requirements/specifications of WIJ.
5. Offer should be valid for a period of one month from the date of submission of quotations.
6. **Prices:** You should quote your rates on a fixed price on FOR, Wildlife Institute of India, Chandrabani, Dehradun basis. Agency would be required for its delivery to the Institute. The taxes/VAT, if any should be clearly mentioned. The prices should be quoted only in Indian Rupees.
7. You may submit your rates/offer for the item in the following format only. You may use separate sheets, if required.

Sl. No.	Item Description and Specifications	Brand/ Make	Model No.	Unit Price (In Rs.)	GST@%	Total Amount	Remarks, if any.

Note: Rates should be quoted only in accordance with the above mentioned table; failing which their offer is liable for rejection.

8. The bidder is required to clearly mention that they agree to all the terms and conditions of this quotation and it should be given on their printed letterhead indicating GST Registration, FAX, Email, Telephone numbers, etc.
9. Offers of those firms will only be considered by the Institute, whose bids are meeting all the technical specifications/parameters given for the above required items. If any of the given specifications/parameters does not meet the required specifications as mentioned above, their offer will not be considered and shall be summarily rejected by the Institute.
10. **Comparison of Rates:** Comparison of Rates shall be made after adding the taxes etc. and given in above Table.
11. **Payment:** 97% payment shall be released on bill basis after entire supply and inspection and acceptance of the above items in good condition. Balance 3% payment shall be released after Warranty period OR the said balance 3% payment shall be released against Performance Security in the form of Bank Guarantee/FDR pledged in favour of Director Wildlife Institute of India, Dehra Dun.
12. **Delivery:** Agency would be required to supply the items within a period of four weeks from the date of issue of supply order, if placed with your firm.
13. **Penalty:** Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of items which have been supplied late.
14. The above quantity of the items are approximate, the same may be reduced or increased at the time of issuing supply order(s), depending upon the requirement of the Institute.
15. The Institute reserves the right to accept or reject any of the quotation straightway without assigning any reasons.
16. **Last Date of Submission of Quotations:** Quotations in all respect in a sealed cover superscribing Quotations for the **Purchase of Neckties and Scarves for NMCG Phase II Component 1A Project** should reach the Purchase Officer, Wildlife Institute of India, Chandrabani, Dehradun-248001, Uttarakhand on or before 8.9.21 upto 1700 hrs. Quotations received late will not be accepted by the Institute.

Yours faithfully,

Shakuntala
(Shakuntala Uniyal)
Purchase Officer