



National Bureau of Plant Genetic Resources  
(Indian Council of Agricultural Research)  
Pusa Campus, New Delhi – 110 012



Phone: 25841022, 25849545

FAX: 011-25842495, 25849459

GRAM: GERMPLASM

File No. 2(2)/Purchase/2007/ 57/7

Dated 22 April, 2014

To,

**Sub: Quotation for the Purchase of Herbarium Sheet File (44 cm x 30 cm each) (2100 nos.) (blue Coloured 1500 and green coloured -600) with printing.**

Dear Sir,

Institute wants to purchase of **Herbarium Sheet File (44 cm x 30 cm each) (2100 nos.) (blue coloured 1500 and green coloured -600) with printing**. You are requested to please send your quotation having rates for the purchase of **Herbarium Sheet File (44 cm x 30 cm each) (2100 nos.) (blue coloured 1500 and green coloured -600) with printing** to the undersigned latest by 15-5.2014 at 2.30 P.M. duly marked as 'quotation for the purchase of **Herbarium Sheet File (44 cm x 30 cm each) (2100 nos.) (blue coloured 1500 and green coloured -600) with printing** on the cover, which should be wax sealed. The rate should be for one year and be quoted in precisely for same unit as required and be addressed to the Director, NBPGR, New Delhi-110012.

In case of non-compliance of the terms & conditions, the quotations are liable to be ignored. The quotations may be send by speed/registered post or put in QUOTATION BOX kept in Bureau's office (Gate No. 2) for this purpose.

**The following terms and conditions to be adhered while submitting the quotations:**

1. **The amount of bid security (Earnest Money) should be deposited as ₹1800/- in the form of Account Payee Demand Draft from any of the Commercial Banks in favour of the Director, National Bureau of Plant Genetic Resources, New Delhi, payable at New Delhi Bid security should remain valid for a minimum period of 45 days beyond the final bid validity period.**
2. In case the Tenders are accepted by NBPGR but not adhered to by the concerned firm, its bid security will be forfeited.
3. No Sale Tax Form "C" or "D" will be issued from NBPGR.
4. Sale Tax/ other levies to be charged should be specifically indicated, failing which the quotation will not be entertained.
5. Incomplete bids are liable to be ignored.
6. The Director, NBPGR, New Delhi, reserves the right to disqualify/ cancel all or any of the tenders without assigning reason thereof.
7. The decision of the Director, NBPGR, New Delhi, shall be binding on all issues relating to tender.
8. Compliance statement in tabular form giving details as per specifications given in the tender documents, Do NOT copy paste specification
9. Conditions of advances payment before the supply and satisfactory installation of the machine are NOT ACCEPTABLE.
10. There should be provision in the document, in case, he wants to need any clarification
11. Bidder should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
12. **Value of goods may please be quoted only enclosed format (Annexure I financial bid) of the tender document separate document/paper not acceptable**
13. Suitable provision for settlement of disputes, if any emanating from the resultant contract, should be kept in the bidding document.
14. **The firm also enclose the sample alongwith Tender Document/Quotation.**
15. **Please visit the side (Purchase Section) before quoting the price for sample and printing matter.**
16. Provide the the following information
  1. IFSC Code
  2. Account No.
  3. Name of Bank and its Branch

Encl:- Specification (Annexure-I)

Yours sincerely,

(Din Dayal)

Assistant Admn. Officer (P)

Copy to:-

1. Dr. K.C. Bhat, Principal Scientist & Chairman, Tender Opening Committee, NBPGR, New Delhi
2. Officer-in-Charge, ARIS cell, NBPGR, New Delhi with request to put on the website of this Bureau.

Sr. No.	Item	Specification	Qty.	Make if any	Amount	Remarks if any by the firm
1.	Herbarium Sheet file	44 cm x 30 cm each Blue coloured 1500 and green coloured 600 with printing	2100			

