

File No. MoES/12/3/2012-Genl.  
Government of India  
Ministry of Earth Sciences

Prithvi Bhavn, Lodi Road,  
New Delhi-110003.  
Dated 10/12/2012

To,  
----- As per list,  
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**Subject:-** Sealed quotation for Cup and Saucers Tata make of this Ministry.

Sir,

Sealed quotations are invited for Supply of Cup and Saucers Tata make items for the use of the Ministry . You are therefore requested to quote your rates of the items and brand/make as mentioned in the Annexure-1. Only registered and bonafid firms having in the relevant dealership/distributarshipof need apply. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of law in force shall not be eligible.

2. You are requested to send your quotations alongwith samples indicating the rates, brand of the items in a sealed cover superscring "**Quotation for supply of Cup and Saucers Tata make for Ministry use** to the Administrative Officer (Genl.) on or before 14/12/2012 by 14.00 P.M. or quotation may be dropped by the said date and time in the Tender Box kept at Room No. 1, Prithvi Bhavan, Lodi Road, New Delhi-3, along with Accout Payee Demand Draft of Rs. 5,000/-(Rupees Five thousand only)(refundable without interest in case of unsuccessful bidders) as a Bid Security, drawn in favour of the DDO, Ministry of Earth Sciences, Prithvi Bhavan, Lodi Road, New Delhi-3. The bidders registered with the Central Purchase Organization, National Small Industries Corpn(NSIC) are not required to submit Bid security alongwith documentary proof. Quotation not supported with the demand draft for the said amount will not be entertained. The bids will be opened on the same day at 14.30 hrs. One representative of the firm, if so desire may present at the time of opening of bid.

**3. Settlement of disputes**

In the matter of any dispute, between the parties regarding the terms and conditions of the contract and execution thereof, the matter shall be referred to Arbitrator(s) as may be decided by the Secretary(MoES)/JS(A) for Arbitratir under the Arbiration & Conciliation Act, 1986. The Contract shall not question the decision of the Arbitrator(s) on the ground that the Arbitrator(s) is/are Government Servant(s). The decision of Arbitrator(s) shall be final and binding on the parties.

4. The firms must have Sales Tax/VAT and Income Tax/Pan Nos. and those who are not having the same, need not apply shall not be considered. Also firm must submit a proof of (attested copy) S.T./VAT and income tax certificates .

5. **The brief terms and conditions shall be as follow:-**

- a) The rates quoted should be inclusive of labour, transportation charges. Goods offered should be of TATA brands which may be mentioned clearly against every items.
- b) The submission of the quotation will not bind this Ministry under any obligation to place the order and expenses incurred by you in this regard will not be payable by this Office. The Ministry reserves the right to reject any or all quotations.
- c) The rates will be valid for one year from the date of awarding the work order.
- d) The supplier should be in a position to deliver the required items within two days or urgently as the case may be on receiving the supply order from intendor to the premises of the Office of the Ministry.
- e) The supplier will be responsible for delivery of the goods in good condition in the office of the Ministry of Earth Sciences at their own risk and cost.
- F) The rates quoted for the items should be equal to or less than the wholesale rates fixed by the authorized dealer of the respective items.
- f) In case a supplier is not able to supply the goods for which supply order has been placed within the stipulated period of time of supply the goods of spunous/inferior quality, the contract will duly be cancelled and earnest money deposited would be forfeited.
- g) In case the item of particular brand/specification is not available in the market at the time of supply, other reputed brand in its place may be acceptable subject to the prior approval of this Ministry.
- h) Quotation may please quote their unconditional rates strictly as per schedule of goods enclosed. Cutting/over-writing, if any should be countersigned by the tenderer. Every page of bid should be signerd by the Proprietor/Director or any other authorized person and duly stamped.
- i) Payment will be made only after the satisfactory delivery of supplied items in the Ministry.
- j) Quotation application without complete documents/information shall not be considered.
- k) The defective broken items, if found at the time of delivery will be replaced by the supplier.

l) No negotiation will be undertaken with any quotation except lowest qualified bidder.

6. The quotation notice is also available on this Ministry website [WWW://moes.nic.om](http://WWW://moes.nic.om)

7. Any further details, if required may be obtained from Administrative Officer-1(Genl.) , Prithvi Bhavan, Lodi Road, New Delhi and Tel. No. 24669596 on any working day.

Yours faithfully,

(Tarun Sood)  
Administrative Officer(Genl.)  
Tel.No.24669596

Copy to:-

1. NIC Division of Ministry of Earth Sciences with the request to display the above tender notice on the web site of this Ministry.

**Annexure-1**

**Financil Bid**

<b><u>Sl No.</u></b>	<b><u>Name of Items</u></b>	<b><u>Requirement</u></b>	<b><u>Rate per set</u></b>
01	Cup & Saucers (TATA make)	170 sets	
VAT @			
Sale tax/ Service Tax @			

**Details of rate quoted**

(Amount may be written in figures as well as in words. In case of any discrepancy between figures and words, the written in words will be taken for consideration.

Note : No cutting or over-writing will be allowed. Any over-writing or cutting will be disqualified.

Date:

(Signature of the Authorized person)

Name:

Designation:

Seal: