

Enquiry Letter

Dear Sir,

Sealed quotations along with samples are invited for the supply of following as per the details given below:

S. No.	Particulars	Approximate Qty.
1.	Table Calendar of size 7"X 5" The design and matter will be provided by INVEST INDIA However, designs of vendors can also be considered.	300 nos.

(To know the exact specifications – sample can be seen from the office)

The quantities mentioned above are expected quantities. INVEST INDIA may give order for more or less number of calendars. There can also be repeat order in small quantities of 500 and above.

General conditions /instructions for submission of quotations:

1. The sealed quotations are to be submitted on business letterhead of the supplier duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the supplier. No over writings shall be accepted unless authenticated with full signature of the supplier/s.
2. The quotation should be given in two separate sealed envelopes super scribed Part A (Technical bid along with samples) and Part B (Commercial Bid). Both the sealed envelopes together to be placed in a third big envelope duly sealed and super scribed as "**Quotation for Supply of Table Calendar**".
3. The technical part shall contain the following: a) EMD of the prescribed amount; b) Sample of diaries and c) Copies of PAN No. and GST No.
4. The Commercial part shall contain only the rates for the items.
5. The last date of receipt of sealed offer in a sealed envelope duly super scribed as "**Quotation for Supply of Table Calendar**" as mentioned above and addressed to Chief Operations Officer, Purchase is on or before **22.12.2018 up to 2.00 P.M. in a sealed tender box kept at Invest India, Vigyan Bhawan Annexe at Maulana Azad Road, New Delhi – 110 011.**
6. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

7. Quotations received without samples shall not be considered.

8. The Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft/pay order drawn in favour of "**Inest India**" payable at Delhi is to be submitted along with the quotation. The suppliers who are already empanelled with the Inest India are not required to submit the EMD. In case of successful bidder, EMD shall be converted in to performance security and shall be retained for the entire period of the rate contract.
9. The supplier must have GST Registration No. and PAN Number. Enclose self-attested copies of the relevant documents.
10. The quotation should contain the lowest rates along with the delivery period, payment terms, GST, etc.

11.DELIVERY SCHEDULE:

- 11.1 Delivery of the material is to be completed within 15 to 20 days from the date of order or otherwise by written permission of the INVEST INDIA
- 11.2 Replacement shall be undertaken by the supplier at his own cost for replacement of poor quality of materials.
- 11.3 Free delivery at different locations of the Institute in Delhi & NCR. The Material at different locations shall be delivered by the supplier with its own arrangement of transport and labour.

12.PAYMENT

- 12.1 The material will be delivered with delivery challans. After supply of the material the bill shall be submitted along with the original delivery challan.
- 12.2 The payment will be made within 21 days on receipt of the bills.

13.VALIDITY OF RATES

The price quoted will remain valid up to 30th April 2019. Repeat orders of 500 Nos. or above may be placed during the validity period on the same rates, terms and conditions.

14.AWARDING OF WORK

- 14.1 INVEST INDIA reserves the right to award the work of supply of above items to different suppliers. The work may be awarded separately to more than one supplier on the rates approved by INVEST INDIA for better service options.
- 14.2 There will be no guarantee for any minimum volume of business and the same shall be dependent on adherence & response to INVEST INDIA Queries from time to time and performance of the selected supplier on the order given i.e. performance in timely deliveries.

15.MODIFICATION OF ORDERS

INVEST INDIA may at any time, during the period of the contract may increase/decrease the quantities of the items as mentioned in order, without creating any liability of INVEST INDIA for compensation on any grounds, whatsoever

due to this change. In such a case, the Supplier will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated.

16. LIQUIDATED DAMAGES

In case of non-adherence to delivery schedule or variation in the quality of material supplied/unsatisfactory services, INVEST INDIA reserves the right to recover damages as under:

In case of non-adherence to delivery schedule

- (i) For delay from 4 to 6 days: 2% of the value of Order
- (ii) For delay from 7 to 10 days: 3% ---- do -----
- (iii) For delay 11 to 12 days: 4% ---- do -----
- (iv) For delay 13 to 15 days: 5% ---- do -----

Subject to maximum of 15 days delay after which the INVEST INDIA shall be free to withdraw the assigned job and get it procured from other Agency/source and recover the difference of cost from the supplier/contractor. No grace period shall be allowed in the period of delay. Holidays shall not be counted for calculating delay preceding the date of delivery.

In Case of variation in the quality of material supplied

The material should be strictly as per the specifications given herein. Deviation from the approved specifications will not be allowed under any circumstances. No payment will be made in respect of supplies not conforming to the conditions prescribed. INVEST INDIA also reserves the right to levy appropriate penalty for variation in the quality of Material, which will be minimum 10% of the total value of the material for each such deviation and can be maximum up to 100% of such deviations including termination of contract resulting in forfeiture of the Performance Security Deposit.

17. INVEST INDIA'S RIGHT TO ACCEPT OR REJECT A BID

17.1 INVEST INDIA reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, or to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by INVEST INDIA shall bear no liability whatsoever consequent upon such decisions. The tender document is non-transferable. Conditional tenders shall be rejected.

17.2 INVEST INDIA shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Bidders as regards non acceptance of their Bids. Except for refund of EMD to unsuccessful Bidders, INVEST INDIA shall not correspond with the unsuccessful Bidders.

18. Rate shall be quoted in rupees (both in figures and in words) and no amendment of quoted rates in "Rate schedule" shall be permitted after opening of the tender.

19. All the pages/documents of the tender document should bear the signature of the tenderer. All the entries should be legibly written. Any over writing, corrections & cutting should bear the initials of the tenderer. Corrections should be made by writing again instead of shaping or over writing.
20. In case of any dispute or difference arising in relation to meaning or interpretation of the work order/agreement/contract under this tender, the matter shall be mutually sorted by both the parties and only in the event of there being no resolution, the matter shall be referred to Arbitration. Each party shall nominate one arbitrator and the two nominated arbitrators shall nominate a Presiding Officer. In case of difference between the two arbitrators, the matter shall be referred to the Presiding Officer for resolution. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at New Delhi and the language of arbitration shall be English. The award of the arbitrator shall be final and binding.

Further conditions apply:

1. Mere receipt of Enquiry Letters by any person does not confer any right to participate in selection process.
2. Finalization of any bid is the sole discretion of the Institute.
3. Institute reserves the right to modify the Enquiry Letters or any other condition.
4. Institute reserves the right to cancel, reject any proposal with / without assigning any reasons.

Thanking You,

Yours faithfully

(Executive Assistant)

Phone : 011-23048103

E Mail ID. : mansi.dua@investindia.org.in