

**QUOTATIONS FORM FOR SUPPLY OF LABORATORY FILTER PAPER
FOR THE YEAR 2016-2017**

To,
Head,
Department of Soil Science & Agril. Chemistry
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola 444 104 (MS.)

Dear Sir,

1. In response to the quotation notice published on web site www.pdkv.ac.in I/We submit herewith the tender for the supply of Filter Paper.
2. I/We have thoroughly examined and understood the terms and conditions of the quotation mentioned in Appendix-I and I/We agreed to abide by them in full.
3. I/We offer to undertake the supply of laboratory Filter Papers and quoted the discount (%) inclusive of all taxes etc as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates / discount offered shall remain valid **up to 31 march 2017**. I/We further agreed that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the quotations without assigning any reason is reserved with the University. The decision of the University will be final and shall be binding on me/us.
7. I/We agreed to undertake to supply Filter Paper at location of office mentioned in final supply order and as per the specification of the final orders within six weeks from the date of supply order or the date specified in the supply order.
8. I/We also agreed to undertake to supply of Filter Paper to other offices mentioned in the supply order.
9. I/We hereby declare that the entries made in this quotation form, i.e. in Part II of Appendix-I and Appendix-II are binding on me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri _____ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed by me/us in his place to carry on the business of this concern/agency/firm. The intimation of such change will be given to the Head department of Soil Science & Agricultural Chemistry, Dr. PDKV, Akola.

The following documents duly filled in and signed are enclosed along with the quotations. The part 1 of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Supplier

Capacity in which signing: _____

Name and Address of the firm/supplier: _____

Registration No. of Supplier: _____

List of Documents (Checklist)

- i) Quotation Form
- ii) Original Price list
- iii) Part II of Appendix -I

On line Receipt No. _____ Dt _____ Rs. _____

Signature of constituted Attorney/
Authorized representative

Signature _____ Date: _____

Name & Address: _____



APPENDIX-I

Terms and conditions governing “Supply of Laboratory Filter Paper”

Part-I

1. Sealed quotations are invited from manufacturers/authorized dealers of manufacturers/ authorized suppliers/stockiest/dealers that are willing to undertake supply of **Filter Papers** as per the specifications mentioned in Appendix-II.
2. The rates i. e. discount on printed price list both in words and figures without any corrections or over writing should be quoted in Appendix-II for each individual item separately. Any over writing or rewriting should be duly countersigned. **The rates must be valid up to 31st March 2017.**
3. The intending supplier shall have to enclose only original catalogs for which the rates are quoted in quotation, the photocopies/ xerox / fax of these documents will not be considered. In absence of the above original documents, the item(s) offered will not be considered.
4. The quotations must enclose adequate documents to prove their authorization claims, **the authority letter should include the details of principle supplier/manufacturer regarding their full address, contact person, e-mail address, fax no. and address of the website** and if not enclosed this, University reserves the rights to accept or reject quotations of these agencies. The decision of the University regarding this will be final and shall be binding on supplier.
5. Suppliers shall have to mention discount offered on the price list of Filter Paper in the Appendix II.
6. The supplier should submit his offer in two separate envelopes i.e in first envelop with superscription “**QUOTATIONS FOR SUPPLY OF LABORATORY FILTER PAPER**”
7. The supplier should provide the discount quoted only in Appendix-II in second envelop with superscription ‘**QUOTATION FOR SUPPLY OF LABORATORY FILTER PAPER**” (ENVELOP NO. 2).
8. Enclose sealed envelope No. 1 and 2 in envelope No.3 with superscription “**Quotation for supply of laboratory Filter Paper** and be submitted to the undersigned.
9. **The intending supplier should quote the rates inclusive of all expenses, all charges with free delivery as mentioned in Appendix-II at respective office/ laboratories in the University.** The laboratory **Filter Paper** will have to be supplied as per the specifications within **SIX WEEKS** or as per the last date mentioned in the final supply order. In case the supplier requires more time than as stipulated above for effecting actual supply of a particular item shall specifically mention in the quotation.
10. Undersigned will reserve full rights to open/consider the second envelop if and only if University is satisfied with information contents in envelop No.1. The decision of the University regarding this will be final and shall be binding on supplier.
11. The supplier will have to supply, in full the commodities as per the order to different sections /office / laboratories of the department.
12. The university also reserves the right to obtain the materials by negotiations from one or more of the supplier, in case the rates, quality, make, specifications or other terms and

conditions etc. of supplier are not found suitable, to this University. Similarly it reserves the right to call for breakup of cost shown.

13. The supplier has to sign an **“Agreement”** on stamp paper of Rs.100/-after finalization of quotation process.
14. On acceptance of the rates as per the approved supplier, the supply order will be placed by Head of the Office.
15. The suppliers are bound to supply only genuine quoted Filter Paper of the make/model/specification etc tendered by him/it and ordered for supply by the university/offices under it shall be liberty to ask for production of sufficient proof that the manufacturer is rendering adequate business support to the supplier or university will have the right to get satisfied approaching the manufacturer without noticing to the supplier for genuinity of commodities and authority to supplier.
16. The requirement of Filter Paper depends upon the analytical work to be carried out by the research worker working at department hence, the contract shall be for the complete range of product of the manufactures and purchase shall be effect as per requirement at particular place.
17. Final payment of Filter Paper will be made only after complete delivery of the commodities and after the completion of the entire official formalities.
18. The credit bill should be presented in triplicate in the name of authority as quoted in final supply order. For any delay in payment (interest or any other kind of compensation) the University will not make any extra payments. This contract will be governed as per terms and conditions mentioned above, agreement made and the provisions contained in M.A.U. Account Code, 1991. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non-observance or non-acceptance of these terms and conditions by the supplier shall constitute breach of contract and the security deposit or any other deposit of the supplier shall be forfeited by the University besides other actions or reduction bills of supplies and/or other legal actions and finally the decision of the University shall be binding on the supplier.
19. Every page of quotation should be numbered and signed with seal by the supplier while submitting.
20. The right to accept or reject the quotation without assigning any reasons thereof are reserved by the University.
21. The quotation form along with all necessary documents must be submitted to the Head Department of Soil Science, Dr.PDKV, P.O. Krishinagar, Akola-444104 (M.S) for further needful.

Encl: 1) Part-II of Appendix-I
2) Appendix-II (Discount)

Head
Department of Soil Science & Agril. Chemistry
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, Akola 444 104 (MS.)

Place: Akola

We have accepted above terms & condition and agreed to abide by them.

Signature with seal of supplier :-

Capacity in which signing:-

Name and address of the firm/supplier:-

Registration No. of firm/Supplier:-

Part-II

Undertaking to be given by the supplier for “The supply of Filter Paper ”

Whereas, the Head, Department of Soil Science & Agril. Chemistry, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, P.O. Krishi Nagar, Akola 444 104 (MS.) has called the quotations for supplies of Filter Paper and as per the enclosed Appendix No-II.

I/We hereby offer our quotations at the discount offered on manufactures price list is given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this quotations voluntary and full acceptance of all the terms and conditions of this quotation, which shall be the agreement between authority calling quotations and myself/us.

Enclosed: Appendix-II

Signature of the Supplier: _____

Name of the Supplier: _____

Capacity in which signing: _____

Full address of the Supplier with Seal/Stamps _____

Place:

Date:

Format for quoting the Discount for Filter Paper on the manufacturers Price list

Appendix II

S. N.	Name of Firm	Discount on the printed price list of manufacturers 2016-17. (valid upto 31st March 2017)	Tax/duty if any (pl. specify)
		Filter Paper	
1	Whatman Filter Paper		
2	Fisher Scientific		
3.	Hi-Media Lab		
4	Axivasichem		
5	Sartorius		

**Place
Date**

Signature of supplier/Manufacturers
(Office seal)