



PROCUREMENT SECTION

ENQUIRY

M/s.

Ref. No.:	LHE-20108
Date:	30.07.2013
Due Date:	19.08.2013

Dear Sir,

You are requested to send your offer for the following items as per the terms and conditions mentioned below.

SL. NO.	DESCRIPTION	Quantity
1.	CENTRIFUGE SYSTEM (BIG) Laboratory centrifuge MPW-351, 230 V, 50/60 Hz, speed range – 100-18000 rpm without accessories Brand:K9 (Genaxy Scientific Pvt. Ltd.)	01 No.

Your offer should contain the following information:

1. Submit your quotation on F.O.B/C.I.F basis/F.O.R Destination.
2. Delivery Period:
3. Validity of quotation:
4. Quantity/Trade discounts, if any. :
5. Guarantee/Warranty of the product:
6. Taxes applicable (VAT if any):
7. Enclose brochure/leaflet – Specification:
8. **No advance payment** will be made. Payment by irrevocable letter of credit after supply and acceptance of the equipment by NCAOR. The payment will be authorized after submission of a Bank Guarantee for 10% value of the order towards warranty guarantee. The **performance Bank Guarantee** should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India **or** foreign bank operating in India) valid till 60 days after the warranty period.
9. Overwriting and corrections should be attested properly. The quotation should be complete in all respects and should be duly signed. **Incomplete and unsigned quotation will not be considered at all.**
10. All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.
11. A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.
12. Quotation should be **valid for a period of 90 days** and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part thereof upto maximum of 5%.

13. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract. The **warranty period** and the kind of **post-warranty support** should be indicated.
14. Please **specify the Make/Brand** and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.
15. Both **FOB and CIF prices upto Indian port of entry** namely Goa should be indicated. However quotation should contain item-wise prices including total ex-works price and cost of packing forwarding, approx. cost of air-freight charges for delivery up to Goa, India.
16. A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.
17. Suppliers should clearly define the mechanisms of **post-warranty** maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the quotation.
18. Two sets of operational, service/troubleshooting manuals and diagrams to be supplied.

Please enclose documentary proof such as latest purchase order copies etc., to substantiate the reasonability of price. **Also confirm that the “the rates quoted by you are reasonable and lowest charged to any of your customer”.**

Director, NCAOR reserves the right to reject any quotation received without assigning any reasons.

Yours faithfully

**Executive (Procurement)
For and on behalf of Director, NCAOR**