



**SPEED POST**

**CSIR - NATIONAL PHYSICAL LABORATORY**  
Dr. K.S. Krishnan Marg, New Delhi – 110012  
**REQUEST FOR QUOTATION**

Phone: 011-45608645  
Email: [spo@nplindia.org](mailto:spo@nplindia.org)  
[maresh.kr@nplindia.org](mailto:maresh.kr@nplindia.org)

Enquiry: 17(1420)44/18/PB/T-108

Dated: 04/12/2018

**Due Date: 20.12.2018 by 03.00 PM**

**Date of opening: 21.12.2018 by 03.00 PM**

Dear Sirs,

**Quotations are invited on the behalf of the Director, NPL for the purchase of articles mentioned below. You are requested to submit your online Quotation through e-tender within the stipulated time period as mentioned above and in the e-tender portal/notice. While submitting quotation, please note/read the terms and conditions carefully. Required documents should also be submitted along with your offer. (Detailed specification is enclosed at annexure -A).**

S. No	Description of material	Qty
1.	Desktop Computers (As per Specification Attached)  <b>Note :-</b> Price reasonability certificate may be submitted stating that you will not sell the item to any other Organizations less than quoted prices to NPL The bidder must submit the copies of Purchase Orders received by them from other organizations During last two years against which they have supplied similar items. Your prices shall contain details like rate, delivery schedule charges if any, make taxes etc. so that total landing cost can be evaluated. Tenders with incomplete details will not be considered. NPL is public funded laboratory & registered with Govt of India in the deptt. Of Science & Technology (DSIR) for the exemption of/custom duty. <b>Penalty Clause: In case of delay in supply on the part of the supplier, a per week to Maximum of 10% of order value will be charged for the period of delay</b>	<b>Five</b>

**Instructions**

- 1- Please indicate the item serial numbers of our enquiry letter against the names of respective item quoted by you.
- 2- Complete specifications of items should be given with the manufacturers name wherever required. Often of stores vaguely described are liable to be ignored. Literature/Pamphlets should also enclosed wherever necessary.
- 3- Samples, if called for shall be submitted free of charge and shall not be responsible for any loss or damage.
- 4- All the above instructions and **terms and conditions overleaf** must be compiled with carefully failing which your offer may be ignored.

PLEASE ADDRESS THE COVER TO DIRECTOR DULY WITH OUR ENQUIRY NUMBER AND DUE DATE FOR QUOTAION WILL NOT BE CONSIDERED.

Yours faithfully,

Section Officer (S&P)

## Terms and condition

- 1 We are prepared to consider offer of indigenous manufacturer or of foreign make available from ready stock. Any offer to supply on forward Delivery Basis under supplier's Own import quote license will also be considered. In such a case indicate ICT No. name and address of foreign principals.
- 2 The price quoted should be as indicated as per one of the clause given below:
  - A) F.O.R. destination by passenger/goods Train/ Lorry Serviced
  - B) F.O.R. dispatching station the name of station.
  - C) Free delivery at our Central Stores, NPL, Delhi-12.

### In case of Imported Goods :

- I. Quotation should be submitted directly by the original manufacturer/supplier or its Indian agent / sole authorized distributor/dealer/subsidiaries. **In case of bid submitted by authorized dealer/distributor/ Indian Agent, the following information/supporting document(s) must be compulsorily submitted with the bid, failing which the bid may not be considered for evaluation:**
  - (i) A certified copy of agency agreement between the principal and the agent must be submitted
  - (ii) Foreign bidders/principal has to disclose the name and address of agent and representative in India and Indian bidder/agent to disclose their foreign principal or associates.
  - (iii) Manufacturer authorization should be attached with the technical bid as per Annexure-'F'.
  - (iv) In the case of a Bidder not doing business in India, the Bidder is/or will be (if successful) represented by an Agent in India who shall be equipped and able to carry out the Supplier's maintenance, repairs and spare parts, stocking obligations prescribed by the conditions of the contract/purchase order.
- 3 Prices are required to be quoted in units indicated in the enquiry, when quotations are given in terms of other units relationship between two sets of units should be furnished. Quantity discounts if any should also be indicated.
- 4 Your rates should include packing and forwarding charges in case of F.O.R. quotation insurance should be covered the goods should be insured by you in your favour for all risks on to warehouse basis (Local Suppliers should quote for Delivery at NPL, Central Stores, NEW DELHI.
- 5 Your offer shall be valid for sixty days from the date of opening of the Quotations, No. revision in prices will be allowed after accepting the quotation.
- 6 Taxes as applicable. We are exempted for GST for scientific equipment as per Ministry of Finance Department of Revenue notification no. 47/2017 and 45/2017 dated 14.11.2017 for IGST @ 5% CGST @ 2.5% and SGST @ 2.5%.
- 7 Specific mention should be made wherever the delivery will be ex-stock or Stores will have to be imported or obtained from the work and the time required for delivery after receipt of the order. THE DELIVERY TIME WILL HAVE TO BE STRICTLY ADHERED TO INCASE AN ORDER IS PLACED against your offer.
- 8 The quotation should be duly signed by an authorized person of the firm. The name and status of the signatory should be clearly indicated UNSIGNED QUOTATIONS WILL NOT BE CONSIDERED.
- 9 In case of equipment kindly let us know the organizations to whom you have supplied the same in the recent past.
- 10 Payment for supplies will be made directly to the suppliers through RTGS. Kindly Provide the Bank Account Detail like MICR No. IFSC Code, Name of the Bank on the bill.
11. The quotations are liable to be rejected if any of the above condition are not complied with.  
You shall indicate in the quotation the name of your Bankers and permanent Sales-Tax Account Number.
12. All disputes arising out of this shall be referred to the sole arbitration of the Director, National Physical Laboratory New Delhi and his award shall be final and binding on the parties to the dispute. The venue of arbitration shall be National Physical Laboratory, New Delhi. All suits in respect of this shall lie in courts of Delhi.
- 13 Tender's conditions (Printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
- 14 The quotations are liable to be rejected if any of the above condition are not complied with.
- 15 All the opened bids will be evaluated technically to examine their conformity with our requirement. Any bid not meeting our requirement will be summarily rejected.
- 16 Payment: (a) As NPL is a public funded organization no advance payment is made as a rule. (b) Payment will be mode against delivery & satisfactory installation
- 17 Director NPL, reserves the right to summarily reject any /all the tenders received or cancel or amend the tender at anytime without assigning any reasons thereto.

## COMPUTER SPECIFICATION

(Annexure-A)

### DESK TOP COMPUTER

PROCESSOR MAKE : INTEL

PROCESSOR GENERATION : 7th

PROCESSOR : INTEL CORE i7-7700K

(4.2 GHz 8 MB CACHE, 4 CORES)

OR BETTER

O/S : WINDOWS 10 HOME 64 OR BETTER

CHIPSET : INTEL B 250 OR BETTER

GRAPHICS TYPE INTEGRATED

GRAPHIC MEMORY 2GB

TYPE OF RAM DDR 4 , 8GB RAM OR

BETTER

HARD DISK (GB) 1 TB

MONITOR : 21.5"/23.8" FHD ANTIGLARE OR

BETTER

**CHAPTER – VIII: MANUFACTURERS’ AUTHORIZATION FORM** (Annexure B)

No. \_\_\_\_\_ Dated \_\_\_\_\_

**The Director,**  
**(K/A: Stores & Purchase Officer),**  
**NATIONAL PHYSICAL LABORATORY**  
**DR. K.S. Krishnan Marg,**  
**New Delhi- 110012**  
**India**

Dear Sir:

W \_\_\_\_\_ who are established and reputable  
e \_\_\_\_\_ manufacturers of  
having \_\_\_\_\_ (address of factory) do hereby \_\_\_\_\_ (Name and  
factories at \_\_\_\_\_ authorize M/s \_\_\_\_\_ address of  
Agent) to submit a bid, negotiate and receive the order from you against your tender  
enquiry.

No company or firm or individual \_\_\_\_\_ is authorized to bid, and  
other than M/s \_\_\_\_\_ conclude the  
contract in regard to this business.

We hereby extend our full guarantee and warranty as per Clause 15 of the General  
Conditions of Contract and Clause of the Special Conditions of Contract for the goods and  
services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

**Note:** This letter of authority should be on the letterhead of the manufacturer and should  
be signed by a person competent and having the power of attorney to bind the  
manufacturer. It should be included by the Bidder in its techno-commercial unpriced  
bid.

**CHAPTER – XII: TECHNICAL COMPLIANCE STATEMENT SHEET** (Annexure C)

An item-by-item commentary on the Purchaser’s Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

**Technical Compliance statement for**

**(Bidders are requested to make a detailed technical compliance statement here strictly with regard to the NPL tender specifications in the following format)**

<u>S.No</u>	<u>Item</u>	<u>Description</u>	<u>Compliance (Yes/No) with part no and page number in literature</u>	<u>Remarks. If any</u>

**Note:**All the features claimed by the manufacturers should be available in technical product brochure or official webpage. The same need to be highlighted in the submitted technical brochure.

**Please note:**

1. Compliance/Deviation statement compares the specifications of the quoted model to the required specifications. Bids must have supporting documents ( technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.

Signature of Authorised Signatory

Name:

Date:

Company Seal:

PRICE SCHEDULE FOR GOODS BEING OFFERED FROM ABROAD

Name of the Bidder \_\_\_\_\_ Tender  
 No. \_\_\_\_\_

<u>1</u> Sl No	<u>2</u> Item Description	<u>3</u> Country of origin	<u>4</u> Unit	<u>5</u> Qty	<u>6</u> Unit Price		<u>7</u> Total price (5x6)		<u>8</u> Charges for Insurance & transportati		<u>9</u> Total Price (7+8) CIF
					FOB (named port of shipment)	FCA (named place of delivery)	FOB (named port of shipment)	FCA (named place of delivery)	Ocean	Air	

Total Bid price in foreign Currency

\_\_\_\_\_ in  
 words.

**Signature of Bidder**

**Name:**

**Business Address:**

**Note:**

- B. Indian agents name & address \_\_\_\_\_
- C. Installation, commissioning & training charges, if any \_\_\_\_\_
- D. Cost of Spares \_\_\_\_\_
- E. The Indian agent's commission shall paid in Indian Rupees only based on the Exchange Rate prevailing on the date of negotiation of documents.
- F. The cost of optional items shall be indicated separately.





**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA****Name of the Bidder****Tender****No.** \_\_\_\_\_

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>Sl. No.</b>	<b>Item Description</b>	<b>Country of Origin</b>	<b>Unit</b>	<b>Qty</b>	<b>Ex-Works. Ex-Warehouse. Ex-show room off the shelf price (inclusive of all taxes already paid)</b>	<b>Total price Ex-Works. Ex-Warehouse. Ex-show room off the shelf price (inclusive of all taxes already paid) 5x6</b>	<b>GST &amp; other taxes if payable, if contract is awarded</b>	<b>Packing &amp; forwarding up to station of dispatch, if any</b>	<b>Charges of inland transportation, insurance up to Lab./Instt.</b>	<b>Installation, Commissioning &amp; training charges. If any.</b>

**Total Bid price in Indian Currency**\_\_\_\_\_ in  
words.**Signature of Bidder****Name:****Business Address:****Note:**

- (i) The cost of optional items shall be indicated separately.
- (ii) Cost of spares \_\_\_\_\_

## VENDOR’S DECLARATION FORM

*The interested vendor shall fill in this form and should submit along with tender document without fail. This should be done on the letter head of the firm*

1. Vendor’s Legal Name :

2. Vendor’s actual or intended Country of Registration :

3. Vendor’s Legal Address in Country of Registration :

4. Vendor’s Authorization Representative Information

Name :

*Designation* :

Address :

Telephone/Fax numbers:

Email Address :

5. Please provide following details in reference of firm, as applicable

TIN NO. :

PAN NO. :

TAN NO. :