

Speed Post

**CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
SECTOR 30, CHANDIGARH-160 030.**

Phone: 2652651, 2657811 FAX : 0172-2657082/2657267 (India)

No.CSIO/4(1311)/Pur

Dated: 06.02.2009

**Ref:- Notice Inviting Quotation**

Dear Sirs,

We are interested in the purchase of the articles mentioned below. Please send your quotation which should be sealed and should indicate (I) Name of the Material, (ii) reference of this letter and (iii) Due date of opening of Quotation. Your quotation should reach this office on or before **as mentioned below (2.30 PM)** to be opened at **3.00 p.m** on the same day.

N.B. (I) While submitting quotations please take note of the instructions overleaf. Quotations are liable to be rejected if any of these conditions are not complied with.

(ii) Late/Delayed/incomplete/unsolicited tenders will not be considered at all. Tenders received by FAX/E. mail are also not considered.

(iii) Please clearly mention the packing, forwarding, freight, insurance charges wherever applicable. The quotations received without showing these charges will be rejected out rightly.

S.No.	Description of Material	Quantity
1.	Decade Megaohm Box Specification:- Seven Decades Resistance / Step 0.1-1.0-10.0-100.0                      Megaohm 1.0-10.0-100.0                              Gegaohm Voltage Rating                              5 kV    D.C. Accuracy 1 <sup>st</sup> to 4 <sup>th</sup> step $\pm 2\%$ 5 <sup>th</sup> to 7 <sup>th</sup> step $\pm 5\%$ Power rating                                  2 watt or Better Alongwith calibration certificate from NABL Accrediated Lab	One

Price quoted should be for:-

Free Delivery at CSIO, CHANDIGARH

FOR Chandigarh

Yours faithfully,

(B.M. Khanna)  
Stores & Purchase Officer

Please Cut & Paste/Write on the Envelop

**NIT NO.CSIO/4(1311)/Pur**

**Due On: 04.03.2009 (2.30 PM)**

Stores & Purchase Officer,  
Central Scientific Instruments Orgn;  
Sector 30 C, Chandigarh 160 030

**P.T.O.**

## INSTRUCTIONS

1. We are interested in the material either of indigenous manufacturer or foreign make available from ready stock. Any offer to supply on forward Delivery basis under supplies own quota license will also be considered.
2. Your rates should include packing and forwarding charges. The goods should be insured against theft, loss or breakage during transit and insurance charges should not exceed 3% of the cost of material supplied.
3. **SALES TAX:** This Organisation is not exempted from the payment of Sales Tax/Service Tax/VAT. The rates (i.e. percentage) of Sales Tax should be clearly indicated (included or excluded) wherever chargeable from this Organisation. **Form 'C' & 'D' is not applicable to us.**
4. **EXCISE DUTY:** This Organisation is exempted from the payment of Excise Duty against Govt. of India Notification No. 10/97/Central Excise dated 1<sup>st</sup> March 1997 under DGSIR Registration No. TU/V/RG-CDE(37)/2006 dated 18.9.2006 hence excise duty chargeable should be shown separately in the offer Excise Duty Exemption can be availed on:
  - a) Scientific & Technical Instruments, apparatus, equipments including Computers
  - b) Accessories & spare parts of goods specified above and consumables.
  - c) Computer Software, CD-ROM, recorded magnetic tapes, microfilms, microfiches
  - d) Prototype where cost do not exceed Rs. 50,000/-
5. The Late/Delayed/Incomplete tenders/quotations received are not considered at all & will be returned to vendor. The tenders/quotations received through FAX or E-Mail are also not considerable beyond Rs. 2 lakh.
6. Specific mentions should be made of whether the delivery will be ex-stock or FOR CSIO or will have to be imported and how much time will be required for delivery after placing of the order. For imported cases we will not pay Sales tax/Service tax or VAT. Custom Duty will be paid as applicable.
7. In case of supply order for the SCIENTIFIC EQUIPMENT/APPARATUS the date of delivery should be strictly adhered to otherwise the supply order is liable to be cancelled. The warranty period should clearly be mentioned in the offer with its terms.
8. In case of supply order for stores other than scientific Equipment/Apparatus. As time is the essence of this order, the date of delivery should be strictly adhered to otherwise the Director reserves the right not to accept delivery in part or full and to claim liquidated damages 1% per week subject to maximum of 10% of the total value of supply order.
9. The Director, Central Scientific Instruments Organisation is a Direct Demanding Officer of the Directorate General of Supplies and Disposals. In case any of the items mentioned overleaf is on the current rate contract list, please quote D.G.S. & D rate and rate contract number & enclose copy of R.C.
10. The quotation will be opened in the presence of the representatives, if any, of the quoting firms at 3.00 PM on the same working day of the last date of receipt of quotation in the office of the Director, Central Scientific Instruments Organisation.
11. Payment will be made by Crossed/Accounts Payee Cheque on the State Bank of India, Sector-30, Chandigarh only after receipt of the stores in good condition.
12. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.
13. The offer should be valid atleast for a period of 180 days from the specified date of opening.

### IMPORTANT NOTES:-

- i) If you are on DGS&D rate contract, please quote DGS&D rate and rate contract number enclosing a copy thereof.
- ii) For an offer of import material, please give full break up of your rates supported by STC formula of your Principal's invoice/Quotation, as the case may be.
- iii) Please indicate your Permanent Income Tax Number on your Proforma Invoice/Bill.
- iv) Please indicate CST/ST number on your Proforma/Invoice Bill.