

KERALA FOREST RESEARCH INSTITUTE
(An Institution of Kerala State Council for Science, Technology & Environment)
PEECHI, THRISSUR-680 653, KERALA.
www.kfri.res.in & www.ksc.kerala.gov.in

No. KFRI/KSC2017/Qtn/02

Date: 24.11.2016

Quotation for supply of CD and CD Punching

Item Specification

Sealed quotations are invited from interested parties for the supply of CD & CD punching as per specification given below

Item	CD (DVD R)
Specifications	
Capacity	: 4.7GB, 120 min, 16x/1x
Quantity	: 1500 Nos.
Print	: Printing multi colour sticker (11.5 cm dia) in 100 GSM, Art Paper on top side (matter will be provided by KFRI)
Data uploading/ CD Punching	: Up to 2GB (data will be provided by KFRI)
Warranty	: 1 Year minimum. Warranty card to be provided.
Packing	: In plastic carrying case for each CD (sample design attached)

TERMS AND CONDITIONS

1. Quotation shall be submitted with all required details in a sealed envelope superscribing the name of the work so as to reach The Chairman, Organising Committee, 29th KSC, KFRI, Peechi – 680 653, Kerala on or before 19-12-16, 12.00 noon
2. KFRI reserves the right to reject any of the quotations without assigning any reason thereof.
3. Quotations which do not conform to the terms and conditions (clauses) of this Notification will be rejected.

4. Quotations will be considered firm for acceptance for a period of six months from the last date fixed for receipt of filled and duly signed Quotations. Bidders are not free to withdraw or modify the tenders during this firm period.
5. In case of any matter which is not covered by this Quotation Notification, or the general terms and conditions of the contract or the specifications etc. as given herewith, the decision of The Director, KFRI shall be binding on the bidder.
6. The acceptance of this quotation rests with the competent authorities as per the rules of KFRI, who do not undertake to accept the lowest or any particular Quotation or assign any reason for the rejection of any Quotation.
7. Any further information regarding this quotation, which KFRI do not consider to be kept confidential, can be obtained from the Office of the KFRI during working hours on any day prior to the last date fixed for the receipt of Quotation.
8. Quotation should be superscribed as **“Quotation for the supply of CD (DVD R)”** (Name of the work with Reference Number).
9. You are requested to submit your Quotation with complete technical literature/manual if any and required details for supplying the above item, so as to reach The Chairman, Organising Committee, 29th KSC, KFRI, Peechi – 680 653, Thrissur, Kerala, on or before 19-12-16, 12.00 noon.
10. Quotations will be opened on the due date at 3.00 PM. However, placing of final orders will depend upon the close scrutiny of Quotations by a duly constituted Committee in due course.
11. The rate quoted in the Quotations should be valid for 6 months inclusive of all taxes, duties (Sales Tax, Additional Sales Tax, CST, Entry tax, Excise duty, VAT (including cess) as the case may be), Insurance, Freight, Packing, forwarding, Installation etc. shown separately.
12. The maximum period required for delivery of the items as stated in the Quotation notice should be shown clearly in the Quotations.
13. The items will have to be delivered at the Office of KFRI at Peechi – 680 653, Thrissur, Kerala, or the office of 29th KSC at Mar Thoma College, Thiruvalla, Pathanamthitta, Kerala, on or before 22nd January 2017 as directed at the time of delivery.
14. If you have Government rates/DGS&D rates, you may also quote such rates with the supporting Government Orders.
15. If you have ISI,ISO/BIS for products and factory, the same may also be mentioned separately in your quotation with supporting certificates (including authorized distributorship certificates) and orders.
16. You may quote for Educational Concessional Price, Commercial Price, separately wherever applicable, in the same.
17. No representation for enhancement of price once accepted will be considered during the currency of the contract.
18. Form C/D is not applicable to us.
19. If the firm fails to complete the work within the prescribed time as per specifications given, rate and conditions stipulated, they would be liable to face penalty as imposed by the competent authority.
20. Payment will be made only after the supply is received in good condition and after deduction of statutory recoveries after the seminar is over, as per details given above as production of invoice.

21. Taxes if any at prevalent rates will be deducted as per government rules during final settlement.
22. If you are the sole distributor for these items, relevant certificates of the manufacturer/authorized distributorship certificate etc. may be forwarded along with the quotation.
23. Firms/Quotationer shall submit the following details - PAN/TIN/Reg. No. etc along with the quotation.
24. Any quotation received after the time fixed on the due date is liable to be rejected. Quotations not stipulating period of firmness and with price variation clauses and / or subject to the prior sales conditions, are liable to be rejected.
25. In case of any dispute the jurisdiction shall be Thrissur.

Sample design for CD plastic carrying case:



The Chairman
Organising Committee
29th Kerala Science Congress

