



हर कदम, हर डगर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद

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BY SPEED POST/FAX

भारतीय मृदा विज्ञान संस्थान (भा0कृ0अनु0प0)
नबीबाग, बैरसिया रोड, भोपाल – 462038

Indian Institute of Soil Science(ICAR)
Nabibagh, Berasia Road, Bhopal – 462038 (M.P.)

Tel. No.(0755)2747375 EPABX:2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F. No. 5-313/2013-14/P&S/IISS

Dated 06.02.2017

To,

Sub: Binding of Journals & Books– reg.

Sir,

I am to invite your lowest quotation for the Binding of Journals & Books as per details/specification given below:

Sl. No.	Details of binding works	Qty.	Rate Rs.	Amount Rs.
01	Binding of Journals A-5 size with regzine and Golden embossing.	33		
02	Binding of Journals A-4 size with regzine and Golden embossing.	477		

NOTE: The interested firm may visit the Library of this Institute during working day/hours for inspection of Journals if required.

Relevant terms & conditions are as below: -

01. The rates should be quoted F.O.R. IISS, NabiBagh, Bhopal.
02. Discount, if any, should be indicated clearly.
03. Rates of Sales Tax and other taxes leviable should be indicated in clear terms separately.
04. Unless otherwise mentioned in the quotation, it will be presumed that the quoted rates are inclusive of all taxes/levies and free delivery at our Institute.
05. The rates quoted should be valid for 90 days from the date of opening of quotation.
06. There should be no cutting/overwriting. The cutting if any should be duly attested. Unattested/amended/overwritten figures will not be considered.
07. In all matters of disputes, the decision of the Director of this Institute shall be final and binding.
08. Minimum period of delivery/completion of work should clearly be specified in the quotation.
09. TDS/ VAT will be deducted from the bill as per applicable tax rules of GOI/M.P. Govt.

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- 10. PAYMENT TERMS:** Advance payment will not be considered. Payment will be made within reasonable time say within 30 days from the date of receipt of material in good condition and in accordance with the work order without any damage. **Since the mode of payment will be e-payment system, hence Bank Account Number, name of bank with location and IFSC Code Number of Bank may be furnished on the body of the bill.**
11. Quotation should be sent in a sealed cover and the covering envelope should contain "Quotation for "**Binding of Journals & Books**" vide letter No **F. No. 5-313/2013-14/P&S/IISS** due on **06.03.2017**. Quotation received in an unsealed cover or received after the due date and those, which are ambiguous, are liable to be rejected. **The last date of receipt of above quotation is 06.03.2017**. This institute will not be responsible for any postal/speed post/courier delays.
12. The Institute reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
13. Delivery period /payment terms/validity of the quotation etc. may also be given in the quotation.
14. **DELIVERY/Completion of work:** The work should be completed within the delivery/work completion period according to work order, failing which, Liquidity Damage can be charged @ 2 % per week, subject to maximum of 10 % of the order value. The work order will be cancelled automatically at your risk. Any delay or inability should be intimated immediately.
15. Bid Security (EMD) @ 2% of the quoted amount (**if the amount is more than Rs. 01.00 lakh**) must be submitted along with the quotation in the form of Demand Draft/Banker's Cheque drawn **in favour of "ICAR UNIT-IISS Bhopal"** otherwise the bid will not be taken into consideration.
16. Performance Security: Within 10 (Ten) days after the issue of a letter by this Institute, the supplier, shall furnish performance security @ 5 % of ordered value (if the ordered value is more than Rs. 01.00 lakh) in the form of Demand Draft in favour of "ICAR UNIT-IISS Bhopal".

Yours faithfully,

(R.K. Giri)
Administrative Officer

Copy to: -

01. I/c AKMU for uploading on CPP Portal/ IISS website.
02. I/c Library.