

DIRECTORATE OF SORGHUM RESEARCH

(Formerly NATIONAL RESEARCH CENTRE FOR SORGHUM)

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Rajendranagar, Hyderabad-500030

Phone: 040-20025599, 24015349, Fax: 091-040-24016378

File No: 3-17/2014-15/ST

Date: 11-04-2014

ENQUIRY

To

Sub: Supply of Packaged Drinking Water at DSR, Rajendranagar – Reg.

Dear Sir,

We would like to procure drinking water of reputed brands in the market. This office consisting of around 200 employees. The approximate estimated quantity is about 500 Ltrs. per day.

It is requested that the packaged drinking water consisting of about 20-25 Ltrs. Capacity may have to be supplied to this office on daily basis.

You are requested to quote the rate for the 20-25 Ltrs. Capacity water bubble and other conditions if any. The consumption of water may vary from time to time.

The Sealed Quotation may be sent to the Director, DSR, Rajendranagar, Hyderabad on or before **24-04-2014**.

While quoting the rate the following points may be mentioned clearly.

1. Delivery Schedule
2. Payment Terms
3. Mode of Delivery & Supply to be made
4. Taxes if any
5. TIN/PAN etc. number of your firm
6. List of Supplier, Govt. Agencies if any made by you
7. Any other details relevant to this

Your quotation should reach to this office latest by **24-04-2014** by Post/Drop in Tender Box in our Office.

Thanking you,

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. We are exempted from payment of E.D.vide Government Notification No. 10/97 central excise Dated: 1st march 1997.
3. Sample should accompany the quotation, wherever necessary, Make model of the item(s)along with ISI/ISO standard should be indicated otherwise quotation will not be considered.
4. We are interested in material either of indigenous or foreign makes, preferably from ready stock. The quantities are approximate, it may vary you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
5. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
6. Your rate(s) should include packing forwarding and insurance charges. The sales tax etc., should be clearly indicated separately wherever chargeable.
7. Payments will be made by electronically within 30 days, only on receipt of the stores in good condition.
8. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
9. Time is the essence of the order as our requirements are connected with time targeted research programmes. The date of delivery should be strictly adhered to. Otherwise liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, if the delivery schedule is not adhered to. Part supplies not accepted under any circumstances.
10. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
11. Scientific Equipment and Machinery should cover Guarantee of at least *ONE YEAR* from the date of installation/supply.
12. This office will not be held responsible for any postal delay.
13. You should also prepare to deposit security money in case of finalization of the order in your favour.