Dear Sir,

Sub: Invitation of quotation for supply of SMF Batteries under buyback through rate contract – reg.

Sealed competitive quotations are invited from the authorised dealers by the undersigned for the following items of goods/equipment for a period of 1 year.

<table>
<thead>
<tr>
<th>SL</th>
<th>Description of the Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SMF Batteries for UPS</td>
<td>100AH / 12V</td>
</tr>
<tr>
<td>2</td>
<td>(Under buy back of old batteries through rate contract)</td>
<td>65AH / 12V</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>42AH / 12V</td>
</tr>
</tbody>
</table>

**TERMS AND CONDITIONS**

Delivery : Within 7 days from the date of PO issued at the Institute Campus

Prices : All applicable taxes inclusive

Warranty : 3 years on-site from the date of successful delivery (or normal warranty if extended warranty is not available)

Certificate : Authorised dealership certificate copy of brands dealing to be enclosed.

Inspection : Those who are interested for inspection of the battery can visit the office within the office working hours.

2. **Quoted Price:**

   a) The tenderer shall quote for items in the format of quotation attached;

   b) The Contractor shall indicate in the quote the GST applicable clearly.
c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to any change.

d) Corrections if any shall be made by crossing out, initialing with date and rewriting.

3. Each tenderer must submit only one quotation

4. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

The evaluation will be done including the Goods & Service Tax. If the tenderer has not included the GST in his quotation for the item rate, or has not indicated the rate of GST applicable, the quoted rate will be treated as though it is inclusive of the GST and no extra payment for GST will be made;

6. Award of contract:

(a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest competitive price.

(b) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.

(c) Payment shall be made after the delivery of the goods and their acceptance.

(d) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.
7. **Last date and time of receipt of quotations:**

You are requested to submit the sealed quotations superscribed on the envelope as "Quotations for the supply of SMF Batteries" Due on **11/12/2017 latest by 17:00 hours**. The quotations should be addressed to The Assistant Director (Admn.), Central Institute of Indian Languages, Hunsur Road, Manasagangotri, Mysore-570006.

We look forward to receiving your quotations.

Yours faithfully,

(Dr. Narayan Choudhary)
Asst. Director (Admin) i/c

[Stamp: 5.12.17]
[Stamp: 3259 - 3268]
### FORMAT OF QUOTATION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of the Item</th>
<th>Rate</th>
<th>Buyback rate</th>
<th>Amount (inclusive of all applicable taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</tbody>
</table>

1. We also confirm that the warranty/guarantee of ........ months shall apply to the offered goods.

(Tenderer)

Name: ..........................................  
Signature: ......................................  
Date: ...........................................