

Annexure-I

**PASTEUR INSTITUTE OF INDIA,
COONOR - 643 103 (NILGIRIS)**

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Terms and Conditions for submission of quotation for supply of Contact plates and Medium in the laboratory at the Pasteur Institute of India, Coonoor-643 103, The Nilgiris, Tamil Nadu.

1.	Submission of Tender	
a)	Method of submission of tenders	The quotation should be submitted in a sealed cover . On the top of the cover it should be duly superscribed as " Tender for the supply of Contact plates and Medium due on 31.01.2019 by 3.00 P.M ". The quotation must reach the Director, Pasteur Institute of India, Coonoor on or before 31.01.2019 by 3.00 P.M.
b)	Address for submission of tenders	The tenders should be addressed to The Director, Pasteur Institute of India, Coonoor - 643 103, The Nilgiris Tamil Nadu by designation only.
c)	Late bids	The tender received after the stipulated date and time will not be considered. This Institute will not be responsible for late delivery on the part of Courier/postal authorities.
d)		The tender submitted through E.Mail or Fax will not be considered.
e)	Opening of tender	The tender will be opened on 31.01.2019 at 3.30 pm in the presence of the available tenderers or their authorized representatives by the Director or by the Officers authorized by the Director.
2.	VALIDITY PERIOD OF THE TENDER	
	Tenders once submitted shall remain valid for 120 days and the tenderer will not be entitled to withdraw the tenders or to suggest any change therein within the said period.	
3.	EARNEST MONEY DEPOSIT	
a)	Furnishing of Earnest Money	The tenderer must deposit Earnest Money Deposit of Rs.30,000/- (Rupees thirty Thousand only) in the form of Demand Draft drawn in favour of the " Director, Pasteur Institute of India " payable at any Nationalized Bank in Coonoor alongwith the tender without fail. Tenders without Earnest Money Deposit will not be considered.
c)	Forfeiture of Earnest Money	The Earnest Money so deposited shall be forfeited by the Institute if the tenderer fails to supply as per our purchase order.
d)	Release of Earnest Money:	The Earnest Money deposited will be released only after the contract has been finalized or on expiry of SIX months from the date of opening of the tenders whichever is earlier.
4.	The quoted rates should be valid for a period of one year from the date of offer. The same should be mentioned in the quotation without fail.	
5.	Payment of Taxes	
	Applicable GST rate should be indicated in Tender without fail alongwith HSN code.	
6.	Delivery of supplies	
a)	Delivery points for supplies	The rates offered should be strictly for F.O.R. Pasteur Institute of India, Coonoor i.e door delivery.
b)	Any other charges if applicable should be mentioned in the quotation without fail.	
c)	Charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the supplier from warehouse to the consignee site for a period including 3 months beyond date of delivery.	

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7.	Manufacturers name along with their address, contact no, contact person, email should be mentioned in the quotation without fail.
8.	In case of Agents/authorized dealers/distributors the certificate of authorization from the principal company should be enclosed without fail.
9.	Certificate of Analysis of the product is must for the said product.
10.	Payment of Bills of supply:
	Payment of bills for the supply will be made only after receipt of the item in good condition at our end by means of RTGS/NEFT. No advance payment will be made before the supply.
11.	Acceptance of Terms and Conditions Binding
	The terms and conditions prescribed herein are binding the tenderer and they are not allowed to make any change in them. Tenders, who propose any additions or alterations in these terms and conditions or do not fulfill the terms and conditions prescribed herein, would be liable for rejection.
12.	Discretion of Competent authority for acceptance or rejection of tenders:
	The acceptance of tender will rest with the competent authority which does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason whatsoever. The decision of the Director or the competent authority in this respect shall be final and not subject to be questioned in any Court of Law, in so far as the right to accept or reject the tender is concerned. It is open to the Director to place orders with any tenderer to ensure the ability of the tenderer to effect proper and adequate supplies. Consequent to such orders, if the Director is not satisfied regarding the ability of the tenderer to make supplies and installation, he reserves the right to cancel any orders placed.
13.	Rejection and replacement of supplies
	The Director, Pasteur Institute of India, Coonoor or any other authority authorized by him for the purpose, will have the power under the contract, to reject or return, at the suppliers cost, supplies which are sub-standard and/or unsuitable in his opinion. It will be binding on the supplier to replace the rejected/returned supplies, free of cost at the ultimate destination, immediately and in case of supplier's failure or delay in doing so, the Director, Pasteur Institute of India, Coonoor will have the power to replace the rejected/returned supplies by purchasing from any other sources at the suppliers cost.
14.	Failure of contractors to make supplies
	In case of contractor's failure to make supplies at the contracted rates and within the delivery periods specified in the supply orders, the Director, Pasteur Institute of India, Coonoor will have the power, under the contract, to purchase the item from elsewhere and to recover the extra cost, if any, from the contractor by deduction from their bills and/or EMD, as may be feasible and necessary, and to cancel the supply orders or terminate the contract and confiscate the EMD of the contractor on whole or in part.

Sd/-
Director
Pasteur Institute of India,
COONOOR -643 103, NILGIRIS