

No. WII/Purchase Cell/23-24/242 Part (1)**Dated: 07.02.2024**

To,

Sub: Quotations for Purchase of customized items for NMCG 3A Project - reg.

Sir,

The Wildlife Institute of India, Dehradun wishes to procure the following items for NMCG 3A Project. The details of the items, quantity and specifications are given below:

Sl. No.	Item		Qty.
1.	Tshirts	White Colour, with Collar and logo of Wildlife Institute of India, Ganga Prahari and Namami Ganga Size: S (50 Nos.) M (100 Nos.) L (100 Nos) XL (100 Nos.) XXL (50 Nos.)	400
2.	Backpack	30 to 40-litre capacity with cushion padding with Wildlife Institute of India, Namami Ganga and Ganga Prahari Logo	400
3.	Bottle	Stainless steel bottle 750 ml	400
4.	Note Pads	Size – 5.5 x 8.25 inch; Pages 160; Binding-Spiral; Single ruled	400
5.	Cap	White colour with the logo of Wildlife Institute of India, Ganga Prahari and Namami Ganga	400

Terms & Conditions:

- The specifications of the quoted item should be strictly as per the specifications mentioned above.
- The supplier should indicate the brand/make and full details of the items, without leaving any scope for ambiguity and must also attach any information literature, leaflets, catalogues, brochures etc. The supplier must ensure that the quotation submitted is to the requirements/specifications of WII.
- The offer should be valid for three months from the date of submission of quotations.
- Prices:** You should quote your rates on a fixed price on FOR, Wildlife Institute of India, Chandrabani, Dehradun basis. The agency would be required for its delivery to the Institute. The taxes/VAT, if any should be mentioned. The prices should be quoted only in Indian Rupees.
- You may submit your rates/offer for the item in the following format only. You may use separate sheets if required.

Sl. No.	Item Description and Specifications	Brand/ Make	Unit Price (In Rs.)	GST	Total Amount	Remarks, if any.

Note: Rates should be quoted only by the above-mentioned table; failing which their offer is liable for rejection.

6. The bidder is required to mention that they agree to all the terms and conditions of this quotation and it should be given on their printed letterhead indicating GST No. Sales Tax Registration, FAX, Email, Telephone numbers, etc.
7. Offers of those firms will only be considered by the Institute, whose bids meet all the technical specifications/parameters given for the above-required equipment. If any of the given specifications/parameters do not meet the required specifications as mentioned above, their offer will not be considered and shall be summarily rejected by the Institute.
8. **Comparison of Rates:** Comparison of Rates shall be made after adding the taxes etc. and given in the above Table.
9. **Payment: Payment:** Payment shall be released on a bill basis after the entire supply and inspection and acceptance of the equipment in good condition.
10. **Delivery:** The agency would be requiring supplying the equipment within four weeks from the date of issue of the supply order if placed with your firm.
11. **Penalty:** Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of equipment which has been supplied late.
12. The above quantity of the items is approximate, the same may be reduced or increased at the time of issuing supply order(s), depending upon the requirement of the Institute.
13. The Institute reserves the right to accept or reject any of the quotations straightway without assigning any reasons.
14. **Last Date of Submission of Quotations:** Quotations in all respects in a sealed cover super scribing **Quotations for Purchase of Customised items for NMCG 3A Project** should reach the Purchase Officer, Wildlife Institute of India, Chandrabani, Dehradun-248001, Uttarakhand on or before **07 March 2024 upto 1700 hrs**. Quotations received late will not be accepted by the Institute.

Yours faithfully,

(K.K. Shrivastava)
Purchase Officer