WII/PurchaseCell/23-24/388 I/66955/2024

## No.WII/Purchase Cell/23-24/388

To,				

Sub: Quotations for Purchase of Vertical AC for WII Guest House – reg.

Dated: 05.03.2024

Sir,

The Wildlife Institute of India, Dehradun wishes to procure **Vertical AC for Guest House** at Wildlife Institute of India, Dehradun. The details of equipment, quantity and specifications are given below:

S. No.	Particulars Particulars	Quantity
1	Vertical Air Conditioner 1.5 Ton (Hot and Cold) – Three Star	06

## **Terms & Conditions:**

- 1. The specifications of the quoted Equipment should be strictly as per the technical specifications mentioned above.
- 2. The equipment being quoted should be of the Original Equipment Manufacturer (OEM) of a reputed company and no non-standard equipment will be accepted by the Institute. The bidder should be an Authorized Distributor of OEM or their authorized dealer in India. An authorization certificate/letter from the OEM or Authorized Distributor to this effect should be attached to the offer; failing which their offer will not be considered by the Institute.
- 3. The supplier should indicate the brand/make and full details of the equipment and submit complete technical specifications, without leaving any scope for ambiguity must also attach technical information literature, leaflets, catalogues, brochures etc. The supplier must ensure that the quotation submitted is in accordance with the requirements/specifications of WII.
- 4. The offer should be valid for three months from the date of submission of quotations.
- 5. **Warranty**: You are required to give a warranty for a minimum period of **one year** from the date of satisfactory supply of the equipment or as per OEM. If during the warranty period, the equipment supplied fails to give satisfactory performance and is found defective, you will rectify the defect within a reasonable time; failing which the equipment should be replaced with new one(s) without any extra cost.
- 6. **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/GST, if any should be clearly mentioned. The prices should be quoted only in Indian Rupees. **The prices should also include installation charges.**
- 7. You may submit your rates/offer for the item in the following format only. You may use separate sheets if required.

SI.	Item	Brand/ Make	Model	Unit	GST, if	Total	Remarks,
No.	Description		No.	Price	any with	Amount	if any.
	and			(In Rs.)	%age		
	Specifications						
	1	1		1	1		

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

- 8. 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 Sales Tax Registration, FAX, Email, Telephone numbers, etc.
- 9. 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.
- 10. **Comparison of Rates**: Comparison of Rates shall be made after adding the taxes etc. and given in the above Table.
- 11. **Payment**: 100% payment shall be released on a bill basis after the entire supply and inspection and acceptance of the equipment in good condition and balance. However, a Bank Guarantee of 3% amount of the ordered value shall be provided by you to cover the warranty obligations.
- 12. **Delivery**: The agency would be required to supply the equipment within four weeks from the date of issue of the supply order if placed with your firm.
- 13. **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.
- 14. The above quantity of the equipment is approximate, the same may be reduced or increased at the time of issuing supply order(s), depending upon the requirement of the Institute.
- 15. The Institute reserves the right to accept or reject any of the quotations straightway without assigning any reasons.
- 16. Last Date of Submission of Quotations: Quotations in all respects in a sealed cover superscribing Quotations for supply of Vertical AC for WII Guest House should reach the Purchase Officer, Wildlife Institute of India, Chandrabani, Dehradun-248001, Uttarakhand on or before 03.April.2024 up to 1700 hrs. Quotations received late will not be accepted by the Institute.

Yours faithfully,

(K.K. Shrivastava)
Purchase Officer