

Ref.No. ADM/STR/3313/RPR 226 /2023-24/

Date: 25<sup>th</sup> September 2023

**QUOTATION FOR : Metal Body Ball Pen (C.I.R.T.)**

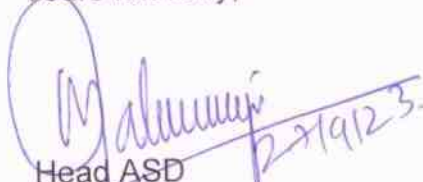
Dear Sir,

Sealed and superscribed quotations for the supplies mentioned below are invited by the undersigned so as to reach us on/before **by 6<sup>th</sup> October 2023 up to 1100 hrs.** The quotation shall be superscribed as "**QUOTATION FOR: Metal Body Ball Pen**(and addressed to THE DIRECTOR, CIRT, PUNE - 411 026).

Quotations will be opened on the next working day at 1400 hrs. Quotations received after the due date or quotations not complying with our terms and conditions given overleaf are liable to be rejected. Your representative may be present at the time of opening quotation.

Sr. No.	Description of supplies required	Quantity
1	Metal Body Ball Pen (C.I.R.T.)	1300 nos.

Thanking you,  
Yours faithfully,

  
Head ASD  
FOR DIRECTOR

### TERMS AND CONDITIONS

1. Complete specifications of the goods offered with the list of standard accessories included in price and additional accessories suggested along with their rates should be given.
2. Please give brand or trade name of product and also the name and address of the manufacturer. Rates should be quoted separately for different make or brand. Technical leaflet/ literature of the product offered should be attached along with your quotation.
3. In case any of the items quoted are on D.G.S. & D. or ASRTU current rate contract, please indicate the name and give the reference number of the rate contract.
4. Price should be quoted for DOOR DELIVERY at CIRT/ F.O.R. destination (Pimpri/Chinchwad ) with rate of discount, if any, should be specifically mentioned. Your rates are assumed to include packing, forwarding and transit insurance charges unless separately stated.
5. The rates of GST or any other tax must be clearly indicated separately where chargeable in the absence of which it will be deemed that no taxes are payable by us. We are not exempted from taxes or octroi and we do not issue tax exemption forms such as C or D/ octroi exemption certificate.
6. Your offer should be kept valid for atleast 3 months from the date of opening the quotation. If the validity of your offer is not mentioned specifically, it will be presumed that the validity of the same is 90 days.
7. Mode of payment: Payment will be made within 30 days from the date of receipt and inspection of the goods. Attractive cash discount shall be considered for payment within 10 days if mentioned specifically. In case of not mentioning any payment terms in your offer, it will be presumed that the payment terms of CIRT is acceptable to you.
8. Clear delivery conditions must be specified in terms of definite number of weeks or ex-stock, failing which it will be presumed that your offer is for ex-stock.
9. The parties should guarantee that the goods would be as per specification and assure replacement against any manufacturing defects. Guarantee/Warranty period should be clearly specified. Samples and/or test reports in support of the specifications must be supplied.
10. Customer or product support service should be made available atleast for a period of 5 years after warranty period.
11. Quotations or tenders duly sealed and superscribed should reach on or before the due date strictly.
12. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and also reserve the right to himself to reject or partially accept any or all the quotations received without assigning any reason.
13. All disputes of any nature are subject to Pune (India) jurisdiction only.