



INST/12(331)/2017-Pur

29/01/2018

NOTICE INVITING QUOTATION

The institute is in process of purchasing Chemical **Ph.D 12 Phage Display Peptide Library Kit – Qty. – 01 No.**

You are requested to provide sealed quotation on or before **22nd February 2018 upto 2.00PM** for our further process on the following terms and conditions:

Terms and Conditions:

1. Quoted prices should be clearly indicated i.e. F.O.R/FOB/CIP.
2. Delivery period should be clearly mentioned in the quotation.
3. GST: Rate of GST should be clearly mentioned.
4. 100% Payment shall be made through wire transfer only, after receipt of materials at INST, Mohali in good condition.
5. Complete bank details i.e. Name of Beneficiary, Beneficiary Bank Name and Address, Account number, Swift Code, IBAN number, BIC Code, Routing Number etc. should be clearly mentioned in the quotation.
6. **Shipping Documents:** Shipping documents shall be send at the delivery of the materials to INST. Documents are as follows:-
 - i. Invoice, indicating Purchase Order value - 3 Copies
 - ii. Airway Bill Copy - 3 Copies
 - iii. Insurance Copy – 3 Copies
 - iv. Packing List - 2 Copies
7. **Liquidated Damages:** Being an Educational Institute, time is essence of the order. The date of delivery should be strictly adhered to; otherwise the institute reserves the right not to accept the delivery in part or full. For delayed delivery, liquidated damages @ 0.5% per week subject or part thereof to a maximum of 10% of the value of the order can be imposed.
8. Quotation should have minimum validity of 60 days from the date of opening.
9. Late or delayed Quotation will not be accepted.
10. Director has the right to reject to the Quotation and to split up the requirements or change any or all the above conditions without assigning any reason

Sd/
Chief Fin and Admn. Officer

Signature of bidder with date