

**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES**  
**SUB-CAMPUS, BIR-DOSANJH, NABHA.**  
**Ph.No.01765-263167, 263164**  
**Website:www.cirb.res.in**

No.3/Pur/RSN/31/X/

Dated the April,2016

**Subject:-LTE for purchase of Fertilizer – reg.**

Dear Sir(s),

On behalf of the Director, CIRB, Hisar I am to invite your lowest quotation for purchase of fertilizer as under:-

Sl.No.	Name of Item(s)	Qty.	EMD
1.	DAP	164 bags	Rs.6,000/-
2.	Urea(46% N) Neem coated	438 bags	
	EMD in the form of Demand Draft/bankers cheque drawn in a scheduled commercial bank in favour of Officer-in-charge, CIRB, Sub-campus payable at Nabha. <b>NOTE:-The quotation will not be entertained without EMD</b>		

The last date of receipt of quotation is **30.04.2016 upto 11.00 a.m.** The quotation may either be sent by post or dropped in the quotation box placed in the room of **Asstt. Administrative Officer of this campus.** This campus will not be responsible for any postal delay.

1. (a) The rates should be quoted on FOR destination basis indicating separately prices, packing forwarding, freight and insurance extra in clear terms.

(b)The unit price should be for the same units as indicated above/in the list enclosed.

(c)Quantity, discount, if any should be indicated prominently.

(d)Offers on firm price basis will only be accepted.

2. Rates of sales tax should be mentioned both under Central and State Tax Act/Rules should be specifically indicated. **NO FORM 'C' OR 'D' WILL BE ISSUED BY THIS INSTITUTE.** Manufacturer's name, their trade mark, brand and model if any, should invariably be mentioned in the quotation

Illustrated leaflets giving technical particulars operation manual etc. should be send alongwith the quotation to facilitate consideration of offer. The rates quoted should be valid for minimum 30 days from the date of issue of supply order.

3. There should be no cutting/overwriting. The cutting, if any, should be duly attested amended/overwritten figures will not be considered. In all matter or disputes, the decision of the Director of this Institute shall be final binding on the tenderer.

4. Minimum period of delivery of the stores/materials should be specified in the quotation.

5. Quantity of each item to be purchased may vary according to actual requirement of this Institute at the time of placing order/work order.

6. Payment will be made within reasonable time say 30 days after receipts and installation of materials/store in good conditions and submission of bill at this institute.

7. This Institute is entitled to custom duty exemption and certificate in this regards can be given when required.

8. Quotation should be sent in a sealed cover indicating the words. **"Quotation for purchase of fertilizer file no.3/Pur/RSN/31/ with last date for receipt 30.04.2016 at 11.00 a.m. and will be opened on same date i.e. 30.04.2016 at 11.30 a.m.** Quotation received in an unsealed cover or received after due date and those ambiguous are liable to be rejected.

9. This Institute reserves the right to reject any or all quotation(s) received without assigning any reasons thereof.

10. Quotation should be addressed to the **Officer-in-charge, CIRB, Sub-campus, Bir-dosanjh, Nabha, Distt. Patiala (Pb.) 147 201.**

Asstt. Admn. Officer.