



National Center for Biological Sciences  
Tata Institute of Fundamental Research

GKVK, Bellary Road, Bangalore 560 065. India

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ENQUIRY

Ref: NCB/CM19-957/191311

October 18, 2019

Dear Sirs

Please let us have your Quotation for the following:

| S.No. | Item Code   | Description   | Qty    | UOM |
|-------|-------------|---|--------|-----|
| 1     | LMPMS000292 | NCBS is looking for proposals by established digital printers for a credit card shaped USB drive.<br><br>We want a customised credit card shaped USB drive with dual sided card printing. Preferably 16 GB, unless otherwise recommended. We will provide all designs and logos of our institute to the printer.<br>No of Pen Drives 150.<br><br>Services Required:<br><br>1.,Provision of samples of USB drives (credit card style)<br>2.,Printing and Fabrication of credit card USB drive (150 nos.)<br>3.,Uploading of content on to the drives<br>4.,Delivery of fully functional pieces to NCBS | 150.00 | NO  |

NOTE :

KINDLY PROVIDE AUTHORISED DISTRIBUTOR CERTIFICATE FROM OEM.

**1. The quotation shall be submitted in a sealed envelope duly superscribed with the enquiry number, and the due date for ..... Ref No: 191311. The bids should be addressed and to be mailed/couriered (sent by post/courier) to 'THE HEAD-PURCHASE'.**

The bids are liable to be rejected if the sealed envelope is not addressed to "THE HEAD-PURCHASE" with Tender Ref No. and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail, it should reach by submission date and time and NCBS will not be responsible for the delay.

**2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 01/11/2019 BY 5.30PM.**

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The validity of your quotation should be for 60 days from the due date.

5. All duties, taxes, surcharge and cess as currently applicable must be stated in your quotation, separately. Otherwise your quote is liable to be rejected.

6. Your quotation should indicate delivery period & warranty period.

7. Delivery to be made to our stores. Please indicate charges, if any extra. Transit Insurance should be done upto NCBS Stores.

8. If you are unable to supply the quality, specifications or brand as mentioned in our enquiry, please state so and then offer alternative to quality/specifications.

9. Payment: within one month after delivery & acceptance/satisfactory installation.

10. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.

11. Since we are a public funded research institution, we are exempted from paying Customs duty (Except ad valorem duty of 5% + 2% Cess and 1% Cus Sec & High Edu. CESS vide Notification No. 51/96 with latest amendments) and excise duty vide Notification No. 10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments, technical instruments, equipments (including computers), their accessories, spares, consumables and software. Hence, please offer your prices

**12. If the item is covered under DGS&D rate contract, please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.**

13. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

14. TIFR is a public funded research institute and is entitled to concessional rate of GST @ 5% for certain items supplied for research purpose vide notification no. 47/2017 and 45/2017 dated 14th Nov, 2017. The offer should be submitted after fully considering the above notification.

15. Liquidity Damages: If the equipment/ items as per specifications in our P.O. is not supplied (shipped) within the specified delivery schedule, then liquidated damages (not in terms of penalty) will be imposed automatically and shall be deducted from the bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

16. Income Tax at the applicable rates as per the Indian Income Tax Act 1961 will be deducted at source for the services availed / ordered. In case of service provider, the rate of tax deduction shall be at 2% as per Section 194C, and in case of fee for professional / technical services

REMARKS : NCBS is looking for proposals by established digital printers for a credit card shaped USB drive.

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Yours faithfully

For and on behalf of

National Centre for Biological Sciences

Head Purchase

