

REQUEST FOR QUOTATION

To,
GAIL WEBSITE VENDOR,
India
Vendor Code : 101019938

RFQ No.
:GAIL/BLR/07/P08/3200041435/C&P/DPPL/mk
Date:04.03.2008
RFQ Due on : 18.03.2008 at 14:00 Hrs IST
Tender Opening Date : 18.03.2008 at 15.00 Hrs IST

Dear Sir(s)/Madam,

GAIL (India) Ltd. invites you to submit your offer in sealed envelope, superscribing RFQ No. & Due date for the following item(s) in complete accordance with enquiry documents/attachments:

Sl. No	MatCode	UOM	QTY	Unit Price
	Description			(in figures & words)
1	9320800549	EACH	6	_____
	CARTRIDGE,HP,PRINTER,P/N.Q6001A,CYAN CARTRIDGE,HP, PRINER, CYAN## PART NO.: Q6001A## FOR PRINTER HP2600N			
2	9320800559	EACH	6	_____
	CARTRIDGE,HP,PRINTER,P/N.Q6002A,YELLOW CARTRIDGE,HP, PRINER, YELLOW## PART NO.: Q6002A## FOR PRINTER HP2600N			
3	9320800589	EACH	6	_____
	CARTRIDGE,HP,PRINTER,P/N.Q6003A,MAGNETA CARTRIDGE,HP, PRINER, MAGNETA## PART NO.: Q6003A## FOR PRINTER HP2600N			

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Instruction to Bidders : (1)PLEASE SUBMIT PROOF FOR HP AUTHORISED DEALER/SUPPLIER/BUSINESS PARTNER/RESELLER CERTIFICATE WITH VALIDITY ALONG WITH OFFER.

(2)BIDS ARE CALLED THE UNDER SINGLE BID SYSTEM AND ARE TO BE SUBMITTED BEFORE THE DUE DATE TO FOLLOWING ADDRESS:

DY.MANAGER (C&P)
GAIL (INDIA) LIMITED,
2ND FLOOR,MTNL BUILDING,
SECTOR-11,OPP CBD RLY. STATION,
CBD BELAPUR,
NAVI MUMBAI-400614

PLEASE INDICATE PERCENTAGE OF EXCISE DUTY,SALES TAX (WITH OUT ANY FORM),P&F CHARGES ,FRIGHT CHARGES,DELIVERY PERIOD,VALIDITY OF OFFER,PAYMENT TERMS ETC CLEARLY ON YOUR OFFER.

Price Basis : INCLUSIVE OF ALL TAXES,
FOR DESTINATION GAIL (INDIA) LIMITED,
CBD BELAPUR

Delivery/Completion Schedule : With in 15 days from the date of LOI/Purchase Order.

Terms of delivery : free delivery at following address:-

GAIL (India) Limited
2nd Floor MTNL Telephone Exchange Building,
Sector-11
Opp. CBD Belapur Railway Station,
CBD Belapur,
Navi Mumbai-400614

Consignee Address : DY. MANAGER (C&P),
GAIL (INDIA) LIMITED,
2ND FLOOR,MTNL TELEPHONE EXCHANGE BUILDING,
SECTOR-11,OPP CBD RLY. STATION,
CBD BELAPUR,
NAVI MUMBAI-400614

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Terms of payment : PAYMENT SHALL BE RELEASED WITH IN 30 DAYS AFTER RECEIPT & ACCEPTANCE OF MATERIALS AT SITE THROUGH E-BANKING ONLY.PLEASE ADVISE YOUR BANK ACCOUNT NO. IN ANY BRANCH OF HDFC/ICICI/SBI BANK WHICH HAS E-BANKING FACILITY WHILE SUBMITTING YOUR BID.PLEASE NOTE THAT NO OTHER PAYMENT TERM IS ACCEPTABLE TO GAIL.THE PAYMENT SHALL BE RELEASED ELECTRONICALLY.

Warranties : (1)FREE REPLACEMENT OF CARTRIDGES IF FOUND CARTRIDGES ARE FAULTY/DAMAGE OR ANY WORKING PROBLEM

Price Reduction Schedule : AS PER ENCLOSED GENERAL CONDITION OF CONTRACT FOR PROCUREMENT OF GOODS.

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General Conditions of Contract : 1.Your quotation should be submitted in a sealed cover duly superscribing the tender no. and due date and should reach this office at above address before 14:00 hrs., on or before the due date of opening along with samples, if required, failing which your offer will not be considered.

2.Your rates should clearly specify whether State sales tax or Central sales tax is applicable and if so, the rate must be specified. If this information is not given, your rates will be taken as inclusive of all taxes. Amount of packing and forwarding, if any should be specified expressly.

3.Rate should be given accordingly to our unit and no other alternative unit will be considered.

4.Quotation will be opened on the date mentioned overleaf at 1500 hrs. in presence of bidders or their authorized representative.

5.The period of validity of the quotations should be mentioned and it should not be less than 90 days from the opening date. Quotation with less validity are likely to be ignored.

6.Offers subject to prior sales will not be considered.

7.The required quantities are liable to change.

8.Price Reduction Schedule for Delayed Delivery: Price Reduction @ 0.5% of the total order value per week for delay in supply subject to a maximum (Ceiling) of 5% of total order value will be applicable.

9.Quotation received late by post or other means are liable to be rejected.

10. When stores are rejected by the consignee, he will intimate to the supplier with the details of such rejected stores as well as the reason for their rejections and that the stores will be lying at the consignee's premises at the risk and cost of the supplier. He will also call upon either to remove the stores or to give instructions as to their disposal within 14 days and in the case of dangerous / infested and perishable stores within 18 hrs failing which the consignee will either return the stores to the supplier on freight to pay on otherwise dispose of them at the suppliers risk and cost. The consignee will also intimate the (F&A) concerned, quantity or the stores so rejected to enable him to recover the freight due, at the full public tariff rates from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @5% of the stores for each month or part of a month till the rejected stores are finally disposed off.

11. Quotation must be submitted in duplicate, single quotations are likely to be ignored.

12. Offer or modifications of offer after the opening date will not be considered and in normal case, no price negotiations will be held with tenderers.

13. Necessary testing facility to be provided free of charge to our inspecting officer at suppliers premises.

14. Suppliers should indicate its sales tax and central sales tax registration no. in the quotation.

15. Material test certificates wherever applicable and inspection certificates will be required to be provided by the tenderer.

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16. Warranty: The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in materials, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type ordered and in full conformity with the specifications, drawings or samples, if any, and shall be operable, properly. This warranty shall survive inspection of the payment for and acceptance of the goods but shall expire twelve months after arrival at the destination.

17. Payment terms: Payments will be made through electronic mode (e banking) only.

18. The quoted rates should clearly specify the rate of excise duty, if applicable, and other taxes and duties.

19. Repeat Order Clause: for any item(s), ordered on the seller, the purchaser can place repeat orders up to 50% of ordered quantity for additional supply within a period of six months from the date of original order at the same prices and terms & conditions.

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Bid Evaluation Area : GAIL EXPECTS BIDDER TO ACCEPT ALL TERMS & CONDITIONS STIPULATED IN THIS DOCUMENT IN ITS ENTIRETY FOR SPEEDY DECISION.THE BIDDER IS ADVISED TO GIVE THE QUOTATION STRICTLY AS PER TERMS AND CONDITIONS OF THE BID DOCUMENTS.

THE EVALUATION OF ALL THE RESPONSIVE OFFERS TO ARRIVE AT LOWEST EVALUATED OFFER SHALL BE DONE AS DEFINED IN TENDER DOCUMENT.

(A) BID EVALUATION CRITERIA:-

(1) BIDDERS MUST HAVE AN EXPERIENCE OF HAVING SUCCESSFULLY ONE SIMILAR SUPPLY COSTING NOT LESS THAN AN AMOUNT EQUAL TO 33,000.00(RUPEES THIRTY THREE THOUSAND ONLY) DURING LAST PRECEDING 05 YEARS.

ALL NECESSARY DOCUMENTARY PROOF LIKE PURCHASE ORDER/WORK ORDER COPY IN THIS REGARDS MAY BE FURNISHED ALONG WITH OFFER.

(B) REJECTION CRITERIA :

Offers with deviation as stipulated below shall be rejected :

1. Validity of offers for less than the period stipulated in the tender document shall be REJECTED.
2. Non-acceptance of ARBITRATION, Firm Prices, Force Majeure, Warranty/Guarantee, Jurisdiction clauses.
3. Offers with completion schedule longer than the time stipulated as per bid document.
4. Price not quoted as required in the Schedule of Rates.
5. Payment Terms

(C) OTHER CONDITIONS RELATED TO BID EVALUATION :

- (i) Canvassing in any form will make the bid liable for rejection.
- (ii) Unsolicited clarifications to the offer and/ or change in prices during its validity period would render the bid liable for outright rejection.
- (iii) Bidders are advised to ensure that their bids are complete in all respects and conform to our terms, conditions and Bid Evaluation criteria of Tender. Bids not complying with GAIL's requirement may be rejected without seeking any clarifications.
- (iv) Bidders will not be allowed to revise their price/ bid for any subsequent clarification, compliance to tender conditions after submission of bid.
- (v) Bid should be complete covering the total scope of work indicated in the Bid documents. The incomplete bid will be rejected outright.

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(vi) Work executed by bidder for its own concern shall not be considered for the purpose of meeting qualification criteria in Gail's Standard.

Important :

1. Percentage of Taxes, Duties, P&F, Freight charges etc. of quoted basic price should be clearly mentioned in the quotation.
2. Please go through the General Purchase Conditions (GPC) enclosed as Annexure. Deviations to GPC shall liable for rejection of your offer.
3. Please submit Catalogue/Specification Details, Test Certificates/Traceability Certificate for accuracy along with your quotation.

**Yours truly,
For and on behalf of
GAIL (India) Ltd.**

(Authorized signatory)

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Format for Details of Terms & Conditions to be Filled By Vendor

Offer Ref . & Date Price Basis: Ex-Works.....
Telephone No FOT Site of Plant.....
Fax No.
E-Mail

Delivery Schedule

Offer validity for: 90 days/120 days/180 days

Payment Terms

1. Discount % on basic Unit price, if any

2. Packing & Forwarding, if applicable.....

3. Excise Duty % (if applicable).....

4. LST/CST (with/without concessional Form), if applicable

5. Freight, if applicable

6. Other Charges, if any.....

Signature of Vendor with Office Seal