# **E-5**

# PROCUREMENT OF GOODS THROUGH REQUEST FOR QUOTATION (RFQ)/SHOPPING PROCEDURES

(For Contracts valued less than the equivalent of US \$100,000 each) (Two-Envelope with e-Procurement)

**APRIL 2018** 

GOVERNMENT OF INDIA AND GOVERNMENT OF ASSAM ASSAM AGRIBUSINESS & RURAL TRANSFORMATION PROJECT (APART) COMMISSIONER OF INDUSTRIES & COMMERCE, OPIU, 4<sup>TH</sup> Floor, Udyog Bhawan, Bamunimaidam Gauwahati - 781021 Tel.:0361-2550242, Fax: 0361-2550717, E-mail: commissioner-ind@assam.gov.in, apart.industries.assam@gmail.com Website: www.industriescom.assam.giv.in

### <u>REQUEST FOR QUOTATIONS</u> <u>Procurement of Goods under RFQ/Shopping Procedures</u> E-Procurement Notice (Two-Envelope with e-Procurement Bidding Process)

RFQ No: CI&C/APART/CFC-LAKHIMPUR/G-1/2023 Date: 16<sup>th</sup> Oct. 2023 Applicable Procurement Guidelines/Regulations Date: July 2016

# The Supply and installation of Diesel Generating sets (DG set) with accessories under APART Project.

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the ASSAM AGRIBUSINESS & RURAL TRANSFORMATION PROJECT (APART) Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Commissioner of Industries & Commerce, Guwahati invites quotations electronically from eligible bidders for the following goods.

Sl No.	Brief description of good	Specifications	Qty & Unit	Delivery period	Place of delivery, testing, installation and commissioning
1	200 KVA DG Set with Accessories	Item wise details and specifications at Technical	1 No.	Within 30 days from the date of issue of	M/s Subanshiri Enterprises Pvt. Ltd., Vil.Barhoichola, P.O Kekuri, P.S Dhakuakhana, Taluk: Ghilamara, Dist. Lakhimpur, Assam-787055
2	125 KVA DG Set with accessories	at Technical Specifications sheet.	1 No.	work order	M/s Brahmaputra Rice Cluster Pvt. Ltd., At- Dagaon Po. Thelamara Ps. Dhekiajuli Dist. Sonitpur - 784149, Assam

2. The Bidders may submit Quotations for any or all items. Where evaluation is to be done for all items individually.

- 3. This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website <u>www.assamtenders.gov.in</u>, <u>www.industriescom.assam.gov.in</u>. The bidders would be required to register in the website which is free of cost.
- 4. For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India for issuing DSC. Bidders can see the list of licensed CA's from the link (<u>www.cca.gov.in</u>). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: http/assamtenders.gov.in.
- 5. Quotations, both Technical Part and Financial Part shall be submitted on http/assamtenders.gov.in on or before 11.00 AM on 31<sup>st</sup> October 2023. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The 'Technical Part' of the Quotations will be opened online on 31<sup>st</sup> October 2023 at 3.00 PM, this can also be viewed by the bidders online. The electronic summary of quotation opening of technical part will be generated and uploaded online.
- 6. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the 'Technical Part' of the Quotations will be opened on the next working day at the same time. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
- 7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online or may visit the office of the Purchaser at the address given below.

Sd/-Shri Oinam Saran Kumar Singh, IAS Commissioner of Industries & Commerce, Udyog Bhawan, Bamunimaidam Guwahati - 21 Tel. No.: 0361-2550242 Fax: 0361-2550717 E-mail: commissioner-ind@assam.gov.in apart.industries.assam@gmail.com Website: www.industriescom.assam.gov.in

## The Supply and installation of Diesel Generating sets (DG set) with accessories under APART Project.

#### **Terms and Conditions**

- 1. Eligibility: A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 2. Clarifications & Amendments: If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.
- 3. **Documents**: The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously. The bidder shall submit the following document to qualify the bid:
  - (i) The copy of Trade License.
  - (ii) The Copy of GST
  - (iii) The Copy of PAN
  - (iv) Manufacturer Authorization/ Dealership Certificate
  - (v) Detail of Service Center and information on service support facilities that would be provided during/after the warranty period (Address, Name & Mobile no. of Service Engineer)
  - (vi) Firm must not have been disqualified/ blacklisted/ terminated/ debarred by any State/Central Government or their agencies.
  - (vii) The equipment for supply must be of the most recent series models incorporating the latest improvements in design.

#### 4. The Technical Part of Quotation shall comprise the following:

- (a) Letter of Quotation Technical Part;
- (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (e) Performance Statement<sup>1</sup> of supplies of similar goods made during the last 3 years, in the prescribed Format;

<sup>&</sup>lt;sup>1</sup> Purchaser may delete this requirement in case of simple and regular off the shelf items.

(f) Complete address and contact details of the Bidder having the following information:

Name of Firm Address for communication Telephone No(s): Office Mobile No. Facsimile (FAX) No. Electronic Mail Identification (E-mail ID)

(g) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive.

#### 5. The Financial Part of Quotation shall comprise the following:

- (a) Letter of Quotation Financial Part
- (b) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the rates shall be entered online.

#### 6. Quotation Prices

- a) The contract shall be for the full quantity for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
- 7. **Conformity of Goods**: The Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.
- 8. **Qualification of the Bidder**: (a) Bidder should have supplied goods of similar type (& capacity) up to at least 200% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma. At least 2 nos. of the quantity in case of equipment offered for supply should have been in successful operation for at least one year as on date of quotation opening.

(b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.

- 9. Validity of Quotation: Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
- 10. **Signing of Quotations**: The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
- 11. Quotation Submission: The Letter of Quotation Technical Part, and Letter of Quotation Financial Part shall be filled, signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website on or before 31<sup>st</sup> Oct. 2023, 11.00 AM.
- 12. Online Opening and Evaluation of Technical Parts of Quotations: The 'Technical Part' of the Quotations will be opened online on the specified date and time i.e., 31<sup>st</sup> Oct. 2023, 3.00 PM. This can also be viewed by the bidders online, and electronic summary of quotation opening of technical part will be generated and uploaded online. The Financial Parts of the Quotations shall remain unopened in the e-procurement system, until the subsequent online opening, following the evaluation of the Technical Parts of the Quotations.
  - (a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
  - (b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations at the second online opening.
  - (c) Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.
  - (d) Simultaneously Purchaser shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotation has been evaluated as substantially responsive to the RFQ document and that their Financial Part of Quotation will be opened online (the date & Time will be communicated).

- 13. **Online Opening and Evaluation of Financial Parts of Quotations**: The 'Financial Part' of the Quotations will be opened online on the specified date and time. This can also be viewed by the bidders online, and electronic summary of quotation opening of financial part will be generated and uploaded online.
  - (a) The Purchaser shall examine and confirm that Letter of Quotation Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
  - (b) The Quotations would be evaluated for all the items would be evaluated separately for each item.
  - (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
- 14. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
  - (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- 15. **Payment Terms:** Payment to the selected agency will be released by Office of the CI&C upon successful completion of the entire process i.e. supply and installation.
  - a) On Delivery: Seventy (70) % of the contract price shall be paid within 15(fifteen) days after delivery of the goods at purchaser site on submission of Invoice.
  - b) On Final Acceptance: the remaining Thirty (30) % of the Contract Price shall be paid within thirty (15) days after the date of the Acceptance Certificate issued by the Purchaser's representative (after successful installation, Commissioning and Trial run)
  - c) Payment shall be made upon satisfactory supply, installation, commissioning and acceptance of the equipment. The successful installation and acceptance will be done by CI&C or any third party engaged by CI&C. If after delivery, it is discovered that the items supplied are not exactly

according to the specification/quality mentioned, such supply will be rejected at the supplier's cost. The decision of The Commissioner, Commissioner of Industries & Commerce, Guwahati on quality & specifications shall be final and no disagreement from the supplier shall be entertained.

- d) No advance payment shall be made.
- 16. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

**Quotation Forms** 

### **Letter of Quotation–Technical Part**

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: [insert identification]

Our Reference: No..... Dated.....

To: (Purchaser's name and address)

# Subject: The Supply and installation of Diesel Generating sets (DG set) with accessories under APART Project.

Sir,

- 1. We, the undersigned, hereby submit our Quotation in two parts, namely:
  - (a) Technical Part; and
  - (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) No reservations: We have examined and have no reservations to the RFQ Document;
- (b) Conformity: We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services "Supply and installation of Diesel Generating sets (DG set) with accessories under APART Project.".
- (c) Quotation Validity Period: Our Quotation shall be valid for the period of 60 days, from the deadline fixed for the Quotation submission;
- (d) Eligibility: We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;

(e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature	
Name & Title of Signatory	
In the capacity of [insert legal capacity of person s	signing the Letter of Quotation]
Name of Bidder	
Address	
Dated on day of	, [insert date of signing]

### **Letter of Quotation–Financial Part**

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: [insert identification]

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

# Subject: Supply and installation of Diesel Generating sets (DG set) with accessories under APART Project.

Sir,

- 1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part we make the following additional declarations:
- (a) Our Quotation shall be valid for the period of **60 days** from the deadline fixed for the Quotation submission;
- (b) The total price of our Quotation, including any unconditional discounts offered is: Total price of the Quotation <u>[insert the total price of the quotation including GST</u> <u>and any other taxes, which will be payable on the finished goods, in words and</u> <u>figures]:</u>
- (c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]

Yours faithfully,

Authorized Signature

Name & Title of Signatory	
In the capacity of [insert legal capacity of person sign	ing the Letter of Quotation]
Name of Bidder	
Address	
Dated on day of	_, [insert date of signing]

### FORMAT OF PRICE QUOTATION

Sl. No.	Descripti on of Goods	Specifications	Qty.	Unit	Quoted Unit Rate <sup>2</sup> at destination in Rs.	<sup>3</sup> GST and similar other taxes applicable on finished Goods/ Services	at Destination of discounts duties	per line item on - inclusive , all taxes and
1	200 KVA	Engine	1	Set.			In Figures	In Words
	DG Set with Accessor ies.	EngineGenset Output ( KVA / KW): 200kVA / 160 kWRecommended Fuel: HSDNo. of Phases: 3 PhaseCompression ratio: Minimum16.8 or betterRated speed, rpm: 1500 or betterGovernor: Type /Class ofGoverning : ElectronicOver speed trip (rpm) : Minimum1650 or betterCanopy Noise Level: dBA <75 or		Set.				

 $^{2}$  Any unconditional discounts if offered, shall be specified in this column along with the unit rates.  $^{3}$  Indicate each applicable tax separately.

		temp, Deg. C at rated load: 50 Frequency: 50Hz Coupling: Close coupled Coolant based <b><u>Batterv</u></b> Starting voltage: 12/24 Volts DC Battery Voltage (DC) / Capacity (AH): 12V, 120AH or better				
2	125 KVA DG Set with Accessor ies.	Engine Genset Output ( KVA / KW): 125/ 100Recommended Fuel: HSD Rated RPM : 1500No. of Phases: 3 Phase Output Voltage and Frequency (V and Hz: 415 V, 50 Hz Bore (mm) x Stroke (mm): 102 x 120 or betterStarting system : 12/24 V DC Electrical Canopy Noise Level: dBA <75 or betterCompression ratio: 16.5:1 or betterAlternator Voltage regulation (Max.): $\pm 1\%$ Voltage : 380-440V Frequency: 50Hz Class of Insulation: H Class Coupling: Close coupled	1	Set.		

	Cooling System Cooling system is designed for max ambient. Coolant based temp, Deg. C at rated load: 50			
	Battery Starting voltage: 12/24 Volts DC Battery Voltage (DC) / Capacity (AH): 12V, 120AH or better			
ΤΟΤΑ	L including all taxes and duties			

Note: Evaluation shall be done for *each item separately*.

\* Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. ......... (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of .....months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

**Signature of Bidder** 

		4. PRICE and Comple	etion Sched	lule - Related Ser	vices			
		F	Prices in Rs			Date: RFQ No:		
1		2	3	4	5	6	7	
Service N°	Description of Services (exclu in India to conv	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6)		
1	Silent DG Set Unit and o is responsible for all un	te assembly and/or start-up of the supplied other Associates Accessories. The Supplier packing, assemblies, wiring, installations, ent units, connecting it to the electric panel s.		30 days from the date of signing of contract	Lump sum			
2	Furnishing of tools requ the supplied Goods	ired for assembly and/or maintenance of		At the time of Installation	Lump sum			
3	Furnishing of detailed op appropriate unit of suppl	perations and maintenance manual for each ied Goods		At the time of Installation	Lump sum			
4		nce, repair including supply of spare parts of the supplied goods) for Year 1 after		After completion of Warranty Period.				

5	Cost of AMC (Maintenance, repair including supply of spare parts and software updates of the supplied goods) for Year 2 after Warranty		After completion of 1 <sup>st</sup> year AMC.					
6	Cost of AMC (Maintenance, repair including supply of spare parts and software updates of the supplied goods) for Year 3 after Warranty		After completion of 2 <sup>nd</sup> year AMC.					
				Total Bid Price	Rs			
	Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]   Note: The Cost of AMC will not consider for evaluation.							

### **PROFORMA FOR PERFORMANCE STATEMENT\***

Proforma for Performance Statement (for a period of last 3 years)

RFQ No.\_\_\_\_\_

Date of opening \_\_\_\_\_

Time \_\_\_\_\_ Hours

Name of the Bidder \_\_\_\_\_

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods/ equipment	Value of order	Date of completion of delivery		In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
				As per	Actual	
				contract		
1	2	3	4	5	6	8

\* This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

Signature and seal of the Bidder

### *Purchaser's Requirement* 1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
1	200 KVA DG Set with Accessories.	1	Set.	M/s Subanshiri Enterprises Pvt. Ltd., Vil.Barhoichola, P.O Kekuri, P.S Dhakuakhana, Taluk: Ghilamara, Dist. Lakhimpur, Assam-787055	Within 30 days from the date of issue of work order	
2	125 KVA DG Set with Accessories.	1	Set.	M/s Brahmaputra Rice Cluster Pvt. Ltd., At- Dagaon Po. Thelamara Ps. Dhekiajuli Dist. Sonitpur - 784149, Assam	Within 30 days from the date of issue of work order	
3	Cost of AMC (Maintenance, repair including supply of spare parts and consumables) for Year 1 after Warranty			On site	After completion of Warranty Period.	Service required every quarter
4	Cost of AMC (Maintenance, repair including supply of spare parts and consumables) for Year 2 after Warranty			On site	After completion of 1 <sup>st</sup> year AMC.	Service required every quarter

5	Cost of AMC			After completion of	Service required
	(Maintenance, repair			2 <sup>nd</sup> year AMC.	every quarter
	including supply of spare		On site		
	parts and consumables) for				
	Year 3 after Warranty				

### **2. TECHNICAL SPECIFICATIONS**

Sl. No.	Name of Equipment	Qty.	Technical Specifications	Technical specification offers by the bidder
1	200 KVA Silent Diesel Generating Set with Accessories.	1 Set.	Engine Genset Output ( KVA / KW): 200 kVA / 160 kW Recommended Fuel: HSD No. of Phases: 3 Phase Compression ratio: Minimum 16.8 or better Rated speed, rpm: 1500 or better Governor: Type /Class of Governing : Electronic Over speed trip (rpm) : Minimum 1650 or better Canopy Noise Level: dBA <75 or better <b>Alternator</b> Voltage : 380-415V or better Frequency: 50Hz Coupling: Close coupled	
			Cooling System Cooling system is designed for max ambient temp, Deg. C at rated load: 50 Frequency: 50Hz Coupling: Close coupled Coolant based Battery Starting voltage: 12/24 Volts DC Battery Voltage (DC) / Capacity (AH): 12V, 120AH or better	

2	125 KVA Silent Diesel Generating Set with Accessories.	1 set.	Engine   Genset Output ( KVA / KW): 125/ 100   Recommended Fuel: HSD   Rated RPM : 1500   No. of Phases: 3 Phase   Output Voltage and Frequency (V and Hz:   415 V, 50 Hz   Bore (mm) x Stroke (mm): 102 x 120 or   better   Starting system : 12/24 V DC Electrical   Canopy Noise Level: dBA <75 or better

#### ATTACHMENT

OFFICE OF .....

### PURCHSE/SUPPLY ORDER

M/s

Dear Sirs,

Sub: Supply of .....

Ref: Request for Quotation no..... dated .....

1. Your quotation no......of .....(Date) for the supply of ...... has been accepted. You are requested to supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial.	Brief	Specifications	Quantity to	Unit Rate	GST*	Total
No	description of		be supplied	(Rs.)		Price
	goods/					(Rs.)
	equipment					including
						all taxes
						and
						duties
1						
2						
3						
4						
5						
			Total			

\*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period: .....days from the date of issue of this supply order.

To:

- 3. Place of delivery .....
- 4. Consignee Address: .....
- 5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
- 6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
- 7. Payment shall be made on delivery or within 7 days of delivery; and acceptance of the goods/equipment.
- 8. Other terms and conditions are as under:

Date:

(Purchaser)

Place:

Name: .....

Designation:....

Modify as appropriate for individual cases