



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
बी.एस. 10/1, सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, पोस्ट बॉक्स नं. 173, लखनऊ - 226021 (भारत)  
**CSIR-Central Drug Research Institute**  
(Council of Scientific & Industrial Research)  
B.S. 10/1, Sector 10, Jankipuram Extension, Sitapur Road, Post Box No.: 173, Lucknow- 226021 (India)  
Phone : (0522) 2771940, 2771960, 2961202, Fax : 91- (522) 2771941  
Gram : CENDRUG, Web : <http://www.cdriindia.org>



No: 2019-20/IND58898/RCD

DD/MM/YYYY

Due Date: 29/07/2019 upto 5:00 PM

Date: 16/07/2019

Open Date: 30/07/2019 at 11:00 AM

Venue: CDRI Purchase

To

**Sub : Request for Pro-forma Invoice**

Dear Sir

This Research Institute is interested in purchasing of the items mentioned below. You are therefore requested to forward a pro-forma invoice along with your terms & conditions of supply & payment. Please provide a copy of the technical literature and the specifications of these items in a sealed envelope.

Please read carefully the terms and conditions mentioned below and submit your pro-forma invoice/quotation accordingly.

SNo.	Name of Item	EMD	Qty
1	Doob Grass	Rs. 20000.0 in the name of Director, CDRI, Lko.	29200

**Only one offer should be given against each item of NIT. Quotations giving multiple offers are liable to be summarily rejected**

**Specification for Green Doob Grass**

1. Green Doob Grass must be succulent and root free.
2. It must be free from polythene pouches, any other polythenes, and inedible particles.
3. It must be free from night soil, mud etc.
4. It must be free from any weed and other toxic vegetation substances.

Indented quantity is 29200 kilogram for twelve (12 months) or one year only

## TERMS & CONDITIONS FOR TENDERS

1. Please mention our reference number on the envelop and address all correspondence to Director CDRI Lucknow only.
2. Samples, if called for, shall be submitted free of charge.
3. Please attach compliance sheet showing compliance to CDRI specification with Brochure from Manufacturer (Format at Sl.No.13).
4. Performa Invoice received after due date will not be considered under any circumstances.
5. Defective materials must be replaced on F.O.R. CDRI Stores/ DDP basis (Inco terms 2000) within 30 days of preliminary inspection and intimation to the vendor.
6. **Your Quotation must be duly stamped and reach directly to CDRI from you only. If quotation is submitted by Indian representative/agent then they must have to produce an authority certificate of principal for submitting offer against this Tender and mention Agency Commission in the Quotation.**
7. The rate quoted should be as indicated for CDRI, LUCKNOW including Freight, Taxes and Duties etc. The rate should include packing and forwarding charges in the case of F.O.R. LUCKNOW quotation, Insurance should also be covered. The goods should be insured in your favour and for all risks on warehouse to warehouse basis. Tenders not adhering to these conditions are liable for rejection.
8. Warranty period i.e. ONE YEAR AFTER Installation must be complied.
9. The offer should be valid for at least THREE months from the date of opening of the quotations.
10. The RATE OF SALES TAX should be clearly indicated wherever, chargeable. This office is not eligible to issue C or D. The RATE OF VAT/CST must be clearly mentioned in the offer.
11. Specific mention should be made whether the delivery will be ex-stock or will have to be **imported** or obtained from the Works and how much time will be required for delivery after receipt of the order. **The delivery time will have to be strictly adhered to in case an order is placed against your offer.** Director, CDRI reserves the right to impose penalties and recover DAMAGES FOR DELAYED DELIVERY RESULTING IN LOSS TO CDRI (Max.10%).
12. In case any of the items mentioned above is on the current rate / running contracts with, D.G.S. & D, please quote the R.C. rates, the contract reference and also send a copy of the R.C. We are eligible to draw supplies against R.C.
13. **Technical compliance Statement(Format)**

Item No.(SR.No.wise)	CDRI Specification(Parameter wise)	Bid specification of M/s.	Remarks(with printed Manufacturer Brochure (OEM))

### 14. Evaluation & Comparison of Bids.

**Bids meeting technical parameters and evaluated as responsive will be compared as follows:**

#### 1. INDIGENOUS OFFER

**FINAL LANDED COST (F.O.R. CDRI Stores) less discount including Freight, Insurance, Taxes, Packing and Forwarding shall be the basis of Evaluation.**

#### 2. IMPORTED OFFER

**FOB (Gateway International Airport) Plus 20%**

(Loading) to cover Customs Duty, Freight, Insurance, Bank Charges(in India), Clearing & Forwarding charges at New Delhi, and cost rate variation thus giving the total landed cost at CDRI, Stores, Lucknow will be the basis of evaluation and price comparison. Cost Rate conversion to INR will be at the Exchange rate (RBI as on Bid opening date).

15. The quotations will be opened in the presence of the representatives, if any, of the quoting firms at **11.00 A.M.** on the date mentioned above at C-5 Room, CDRI.
16. Payments for supplies will be made direct to the suppliers by crossed Cheque on the State Bank of India, CDRI BRANCH, Lucknow only after receipt/issue of the stores/Installation of Equipment in good condition.
17. The acceptance of the quotation will rest with the competent authority of CDRI, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received, without assigning any reason. The quotations are liable to be rejected, if any of the above conditions are not complied with. Tenderers conditions printed on the tender or otherwise sent along with the tender shall not be binding on us.
18. Pre-Installation Requirements like Civil, Piping, Electrical, Air-conditioning, Gas etc. must be clearly mentioned in your Quotation.
19. Agency Commission will be paid in INR after acceptance of supplies/installation of equipment at CDRI. The percentage of Agency Commission must be mentioned in the Quotation.
20. If this equipment was sold in India (preferably North India) recently then details of the Supplier.

Customer Name and Address  
Item Detail  
Total Purchase Order Value  
Contact Person

Phone:0522-2629504

EMail:spo@cdri.res.in

Yours faithfully,

**Stores Purchase Officer**