

TERMS & CONDITIONS:-

1. Bidders should be Original Equipment Manufacturers (OEM) or Authorized Dealer / Distributor of OEM / any other dealer / proprietorship firm (who may fulfill other terms & conditions mentioned below).
2. The Bidder should be registered with the Income Tax. Moreover, supporting documents viz. copies of VAT Registration, Income Tax Registration (PAN) shall be required to be submitted with the bid.
3. Bid price should be **inclusive of all taxes, levies, delivery charges etc.** No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
4. Each paper of the bidding document should be signed and stamped by the bidder or by his authorized signatory.
5. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
6. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
7. Selected L1 bidders for all the goods mentioned above must show the catalogue of the goods they are offering, which must conform with the specifications specified in Annexure-II,II & IV respectively, as and when it will be declared by the office. ***If the specifications doesn't match with the specified specifications of this office, the bidder will be out rightly rejected and the next lowest bidder will be awarded the work order, subject to verification henceforth.***
8. Goods if found defective at the time of actual usage, the defective one must be replaced at once. Hence, all the goods must be covered under a free replacement condition till their actual use.
9. The competent authority of O/o the Principal Director of Audit (Central), Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and **does not bind itself to accept the LOWEST or any specific bids.**
10. **Location of Supply:** All the items will have to be supplied in the premises of the Office of the Principal Director of Audit (Central), Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata – 700001, as per the terms and conditions given herein.
11. **Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an E-payment mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

 06/11/17

Senior Audit Officer/Record