

**Appendix - I**  
**TENDER FOR SUPPLY OF LABORATORY**  
**INSTRUMENTS/EQUIPMENTS**

**To,**  
**The Principal**  
**Durgapur Women's**  
**College**

Dear Madam,

1. In response to the tender notice published in \_\_\_\_\_ dated \_\_\_\_\_ or at web site \_\_\_\_\_ I/We submit herewith the tender form for the supply of equipment and machinery.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/we agreed to abide by them in full.
3. I/We offer to undertake the supply of laboratory instruments/equipment and quote the rates inclusive of all taxes, freight etc., as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates offered shall remain valid **for a period up to 31/12/2020**. I/We further agree that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the college. The decision of the college will be final and shall be binding on me/us.
7. I/We agree to undertake to supply the equipment at location of office mentioned in final supply order and as per the specification of the final orders within three weeks from the date of supply order or the date specified in the supply order.
8. I/We hereby take the responsibility of maintaining the equipment at their locations at free of service charges in warranty period.

The following documents duly filled in and signed are enclosed along with the tender. The part one of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Supplier

Capacity in which signing:

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Name and Address of the firm/supplier/tenderer:

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Registration No. of Supplier/tenderer:

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**List of Documents (Checklist)**

- i) Tender Form
- ii) Sale Tax Registration certificate /Sale tax return certificate
- iii) Original catalogs, pamphlets/pictures of the appliances offered
- iv) Certificate of Sole Manufacturers/authorized supplier/dealer