



NAVSARI AGRICULTURAL UNIVERSITY

**NAVSARI AGRICULTURAL UNIVERSITY**  
ERU CHAR RASTA, NAVSARI, GUJARAT-396 450

**Dr. T. R. Ahlawat**  
PI & NODAL OFFICER  
NAU-CAAST, NAHEP

Contact: 02637- 283452  
Email: caastnau@gmail.com

NAU/DR/NAHEP-CAAST/ 110. /2021

Dated: 08/ 02 /2021

To,

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.....  
.....

Dear Sir/Madam,

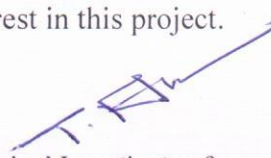
**Subject: Request for Quotations for Supply Customized Jute bags & Pens**

The Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project Navsari Agricultural University, Navsari invites most competitive quotations in sealed envelope under National Agricultural Higher Education Project (NAHEP) CAAST sub-project entitled **“Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari”** for below given from prospective vendor for supply of various items as per specifications below mentioned.

1. You are invited to submit your most competitive sealed quotation for **Supply of Customized Jute bags & Pens**

Sr. No	Item	Quantity
1	Customized Jute bag of standard size	800
2	Customized pen of reputed brand	800

2. The quotation should be as per enclosed terms and conditions forwarded by hand/post/courier on/or before the closing date in the name of Principal Investigator and Nodal Officer CAAST, Navsari Agricultural University, Navsari – 396 450, Gujarat. **Please mention “Quotation for Supply of Customized Jute bags & Pens (NAU-CAAST)” on the top of the envelope.**
3. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.
4. Payments will be done through Cheque/PFMS after receiving **Supply of Customized Jute bags & Pens** and bill in favour of the billing firm.
5. We look forward to receiving your quotations and thank you for your interest in this project.
6. For any query please contact + 91 94080 83819

  
Principal Investigator &  
Nodal Officer-NAHEP-CAAST Sub Project  
NAU, Navsari

## Terms and Conditions

1. **Bid Price**
  - a) The contract shall be for the full quantity as described above. Corrections, if any, shall be by made by crossing out, initialing, dating and re writing.
  - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - c) Taxes in connection with the sale shall be shown separately.
  - 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.
2. Each bidder shall submit only one quotation.
3. **Validity of Quotation**

Quotation shall remain valid for a period not less than 15 days after deadline date specified for submission.
4. **Evaluation of Quotations**

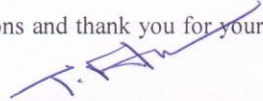
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

  - a) are properly signed; and
  - b) Conform to the terms and conditions and specifications.

The quotation would be evaluated for all the items together.  
Sales tax in connection with sale of goods shall not be taken in to account in evaluation.
5. **Award of contract**

The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the evaluated quotation prices.

  - 5.1 Notwithstanding the above, the Purchaser reserves the right to reject all quotations at any time prior to the award of contract.
  - 5.2 The bidder whose bid 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 purchase order.
6. Payment shall be made immediately after delivery after goods.
7. Bank Account Details  
**The Supplier is required to provide the following mentioned information**
  - Name of the Bank and Branch:**
  - Postal Address (with PIN Code):**
  - E-mail and Phone:**
  - Bank Account No:**
  - Account Type:**
  - IFSC Code:**
8. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
9. All supply above items should be consigned to "PI and Nodal Officer, NAHEP-CAAST, Directorate of Research Office, University Bhavan, Navsari Agricultural University, Near Eru Char Rasta, Navsari-396450 (Gujarat)" by Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at above mentioned address only.
10. Supplier has to perform on-site live demonstration/training as per specification of item.
11. Original dispatch documents are to be forwarded by way of recorded delivery i.e. Registered post/Speed post/Courier in the above mentioned address only.
12. Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy and signed by the supplier concerned, as per institute book purchase rule. Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier.
13. The bidder is at liberty to be present or authorize a representative to be present at the time of opening of quotation at the time and date as specified in the schedule. The name and address of the representative, who would be attending the opening of the quotation on the bidder's behalf, should be indicated in his/her quotation. Please also state the name and address of the permanent representative, if any.
14. While the purchaser and the vendor shall make every effort to resolve disputes amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction at Navsari, Gujarat. The resultant contract will be interpreted under Indian laws.
15. **The firm should quote only 5% GST (CSGT & SGST) in the bill as it is our Government Educational Institute and Certificate of Exemption will be provided as and when required or at the time of Delivery.**
16. The bill price inclusive of all taxes CGST/SGST and charges for delivery including transport, installation and training if any at the NAU, Navsari; however CGST/SGST should be mentioned separately in the bill.
17. All rights are reserved with the University Authority to accept or reject the Item without assigning any reasons thereof.
18. **You are requested to provide your offer latest by 18.00 hours on 18/02/2021.**
19. Quotation will be opened in the presence of Bidders or their representatives who choose to attend at 15:30 PM on 19/02/2021 in the office of DR & Dean PGS at Conference hall, NAU, Navsari.
20. We accept above mentioned terms and conditions. We look forward to receiving your quotations and thank you for your interest in this project.

  
**Principal Investigator &  
Nodal Officer-NAHEP-CAAST Sub Project  
NAU, Navsari**

## Letter for Quotation

To,  
**The Principal Investigator and Nodal Officer CAAST**  
O/o Directorate of Research, University Bhavan,  
Navsari Agricultural University  
Eru Char Rasta, Navsari- 396450

### Subject: Quotation for supply of Customized Jute bags & Pens

Reference: No. NAU/DR/NAHEP-CAAST/ 110 /2021 Dated: 08/ 02 /2021

To,

Dear Sir,

In response to above referred subject, we are submitting our offer for supply of **Customized Jute bags & Pens**. The details are as under:

1. Name of the bidder: .....
2. Complete address of the Bidder: .....
3. Bank Name: .....
4. A/C No: .....
5. Name of Branch: .....
6. IFSC Code: .....
7. PAN Number: .....
8. Account type: .....
9. GSTIN : .....
10. Contact: .....

### FORMAT OF QUOTATION

DISCRIPTION	Comply (Yes/No)	Remarks
Customized Jute bag of standard size		
Customized pen of reputed brand		

### OUR BEST PRICE

Sr. No.	Brief Description of the Goods	Quantity Nos.	Quoted Unit Rate in Rs.	Total Amount
				Rupees
1	Customized Jute bag of standard size	800		
2	Customized pen of reputed brand	800		
<b>Total</b>				
<b>GST .....%</b>				
<b>TOTAL</b>	<b>In Figures</b>			
	<b>In Words</b>			

**Above Quoted price include GST and other taxes or Transport, Installation and training if any.**

**Gross Total Cost: Rs. .... (For all items)**

We agree to supply the above goods in accordance with the technical specifications for a total contact price of Rs. .... (Amount in figure) (Rs. .... amount in words) within the period specified in the Invitation for Quotation.

We also confirm that the normal commercial warrantee/ 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 will engage in bribery.

Signature of Supplier