**DIRECTORATE OF STATE COUNCIL OF**

**EDUCATIONAL RESEARCH & TRAINING**

 **MIZORAM, AIZAWL**

D. 14013/2/2013/DTE- SCERT (SPW ) : Dated Aizawl, 17th February, 2016

**SHORT QUOTATION NOTICE**

 Sealed quotations in prescribed format are invited from Reputed manufacturers /Authorised Dealers by Director of SCERT, Mizoram for supply of Equipments, Glassware and Chemicals to High Schools & Higher Secondary Schools as enlisted in **Annexure** and will be received along with samples by the Director of SCERT, Mizoram, Aizawl up to 12:00 (Noon) of 29th February, 2016 under the terms and conditions laid down below. The quotations shall be opened by Director of SCERT or her representative on the same day i.e. 29th February, 2016 at 1:00 pm in presence of quotationers who wish to be present at the opening of quotations.

**TERMS AND CONDITIONS**

The following terms and conditions are binding and shall be strictly adhered to:

1. All quotations should be addressed to Director of SCERT, Mizoram, Aizawl and superscribed on the cover as “**QUOTATION FOR supply of EQUIPMENTS, Glassware and Chemicals to High Schools & Higher Secondary**”.
2. The quotationer should quote his/her rates both in **figures** and **words** as per specification given in the **annexure**.
3. The rates should be inclusive of all taxes, VAT, CST, duties and other charges.
4. Rates should be quoted F.O.R. Aizawl.
5. The quotationers must be a reputed manufacturers /authorised dealers of the items of products offered. In case of dealers, an attested copy of **Dealership Certificate** from manufacturers must be submitted.
6. Quotations must be accompanied by Court Fee Stamp worth of Rs. 10 for non-tribals.
7. Quotations must be accompanied by Earnest money amounting to ` 20,000 in case of non-tribals and ` 10,000 in case of tribal quotationers in the form of Deposit at Call Receipt from any Nationalised Bank of India duly pledged in favour of Director of SCERT, Mizoram, Aizawl.
8. Reputed manufacturers / Authorised Dealers submitting their quotations should attach an attested copy of Registration Certificate with TIN number and VAT clearance certificate in prescribed form issued by Commissioner to the Govt. of Mizoram or Officers authorised by him under MVAT Act, 2005.
9. The quotationers have to produce samples for equipment, glassware and misc. items of High Schools and Higher Secondary Schools up to 12:00 (Noon) of 29th February, 2016. All samples must be labelled with 1. Serial Number (as given in the list of items in the annexure) 2. Name of item and 3. Name of quotationer and 4. Brand/make if any. These samples should be securely packed in Boxes labelled with name of quotationer. The samples without labels will not be taken into consideration.
10. Samples for Chemicals are not required to be submitted. However complete technical details along with brand, model number,complete specification, pamphlets, literature of the systems highlighting the special features of their offer should be supplied along with thequotation*.*
11. All pages of quotation Papers should be type written, signed, stamped and dated. Any page or pages not signed, stamped and dated are liable to rejection. Correction, if any, should be initialed, stamped and dated.
12. If any quotationer violates or fails to fulfil any of the clauses, his or her quotation shall be summarily rejected.
13. The accepted rates will stand valid for a period of one year from the date of acceptance and no price escalation will be permissible during the validity period.
14. The successful quotationers whose rates are approved can not claim for supply unless the department is satisfied with his/ her performance, financial capabilities, and reliability on supply of materials at short notice.
15. The intending suppliers have to execute a formal agreement after selection and before the commencement of supply.
16. No advance payment shall be made in any case until and unless the supply of items is completed satisfactorily.
17. A successful quotationer must be able to supply the items within the period fixed by the department. If the supply can not be made within the stipulated time without any intimation, the department has the right to procure the materials from any other sources and the difference in price, if any, will be realized from the security deposit of the approved supplier, as mentioned herein, without assigning any reason thereof.
18. Items supplied which are found damaged, broken or not of the same quality as that of the quoted brand have to be replaced by the supplier.
19. The department is not bound to accept the lowest quotationer but shall have the right to reject or accept any quotations.
20. The undersigned shall have the power to revoke the contract agreement for unsatisfactory performance and for any other reason at any time during pendency of the agreement of the contracts.
21. The successful quotationers will have to deposit 5% in case of non-tribal and 2.5% in case of tribals as security deposit calculated from the rate and quantity allotted to him/her in the form of Deposit at Call Receipt duly pledged in favour of the Director of SCERT, Mizoram, Aizawl which may be released only after completion of the supply satisfactorily.
22. The department reserves the right to forfeit the whole or part of the security deposit for inadequate or unsatisfactory performance of the supplier or breach of any terms and conditions as laid down in the agreement.
23. The quantity of materials reflected in the Annexure is approximate only. The actual quantity will be worked out on the basis of approved rates and fund available for the purpose.
24. In the event of any dispute, the legal jurisdiction shall lie in the court of Aizawl only.

(MALSAWMTHANGI)

Director

SCERT

Mizoram : Aizawl

Memo No. D. 14013/2/2013/DTE- SCERT (SPW ), dated Aizawl, 17th Feb. 2016

Copy to: 1) The Personal Secretary to the Hon’ble School Education Minister, Mizoram, Aizawl, for information.

2) The Personal Secretary to the Parliamentary Secretary School Education, for information.

3) The Secretary, School Education Department for information.

 4) The Director of Information & Public Relation Department, Mizoram with 10 spare copies of the Short Quotation Notice in a short form for favour of publishing in two issues in 3( three ) selected recognized local newspapers.

Director

SCERT

Mizoram : Aizawl

**SHORT FORM OF QUOTATION NOTICE**

 Dated Aizawl, 17th February, 2016

Sealed quotations in prescribed form are invited from reputed manufacturers /Authorized Dealers for supply of Science Kits, Glassware and Chemicals which will be received along with samples up to 12:00 (Noon) of 29.02. 2016 and will be opened on same day at 1:00 pm. Detailed Terms and conditions along with list of items can be obtained from SCERT on payment of `100.

(MALSAWMTHANGI)

Director of SCERT

Mizoram : Aizawl