

TERMS AND CONDITIONS

1. Quotations shall be submitted in plain paper(s) by clearly indicating name of the firm, correspondence address with telephone and fax No., earnest money detail.
2. Quotation for different items should be submitted in separate envelope.
3. Quotations envelope must be sealed and superscripted “**QUOTATION/TENDER FOR PURCHASE AND INSTALLATION OF _____ (Name of item) FOR FORENSIC SCIENCE LABORATORY**”, which will be addressed to the **Director, Forensic Science Laboratory, MINECO, Khatla, Aizawl, Pin:796001**, clearly indicating full postal address with contact No./fax No. of the tender/sender.
4. The Quotation envelope must contain the following documents kept separately in sealed envelope clearly indicating the content(s) inside on the outside of the envelope.
 - (i) **Earnest Money Deposit** at the rate of 3% in case of Tribal Tenders and 5% in case of Non-Tribal to the quoted amount in the form of Deposit at Call Receipt/Demand Draft in original from any Nationalized Bank of India duly pledged in the name of the Director, Forensic Science Laboratory, Mizoram, Aizawl.
 - (ii) **Technical bid** consisting of all technical details alongwith commercial terms and conditions.
 - (iii) **Financial bid** indicating item-wise price for the items mentioned in the Technical bid.
5. Quotations received from firms and individuals should attach Authorization or Distributorship Certificate, as the case may be from concerned Firms/Manufacturers duly attested by a Gazetted Officer or Notary. Original Certificate should be produced at the time of opening of the tenders/quotations, if demanded.
6. Manufacturers submitting their Quotations directly shall attach photocopies of their manufacturing license, CIN(Corporate Identity Number) and other relevant permissions/license required for such manufacturing duly attested by a Gazetted Officer or Notary. Original Certificate shall be produced at the time of opening of the tenders/quotations, if demanded.
7. Quoted rates shall be inclusive of Goods and Services Tax(GST). If there are more than one brand, the separate rates for such brands with specific details should be mentioned.
8. **Warranty period** should be mentioned clearly and availability of After-Sales-Service facilities during warranty period.
9. **The rates will be F.O.R. destination Forensic Science Laboratory, MINECO, Aizawl, Mizoram, Pin:796001.**
10. Tender must be accompanied by the following documents:-

- (a) Photocopy of GST Registration Certificate duly attested by a Gazetted Officer. Original Certificate should be produced at the time of opening of the tenders/quotations, if demanded.
 - (b) Photocopy of Scheduled Tribe Certificate duly attested by a Gazetted Officer or Notary(For Tribal tenderers). Original Certificates should be produced at the time of opening of the tenders/quotations, if demanded.
 - (c) Non-Judicial adhesive Stamp worth at least Rs.7.50/- should be affixed (for non-tribal tenderers).
11. All pages of the tenders should be printed, signed, stamped and dated; hand written shall not be entertained. In case of over writing/correction, the tenderer should give initial with date. **Any page or pages not signed, stamped and dated will be marked violated clause at the time of opening of tender.**
 12. A successful tenderer has to execute an appropriate Deed of Agreement within 15(fifteen) days from the date of communication of his/her quoted rate(s), failing which the tender will become invalid.
 13. Once the rate is accepted and communicated to the successful tenderer, the same shall remain valid for 1(one) year w.e.f. the date of issue of Supply Order. No further price escalation will be allowed during validity period.
 14. A successful tenderer whose tender has been accepted shall furnish Security Deposit of 5% (five percent) of the value of the materials required to be supplied, at the time of execution of the agreement, in the form of Demand Draft/Fixed Deposit in any Nationalized Bank of India duly pledge in favour of the Director, Forensic Science Laboratory, Mizoram.
 15. A successful firm will have to supply the material within the period fixed by the Department. If the supply cannot be made within the stipulated period without any valid and justifiable reasons with prior intimation, the Department shall be at liberty to procure the materials from any other sources without assigning any reason thereof.
 16. **The Equipment along with detail specification to be supplied at the Office of the Director, Forensic Science Laboratory, Mizoram is indicated in the Annexure-A.**
 17. **The Quotation should quote the rate of materials in terms of “Rate per item”.** Rates quoted should be inclusive of all taxes. All corrections/alterations in the Quotation should be attested by putting full signature by the Quotationer(s).
 18. **Quotations may be submitted for the items mentioned in Annexure-A clearly indicating the Sl No., Name of items, Brand name, specification, Quantity, Unit Rate, Installation rate (as the case may be) Rate in words and Total amount in the relevant document.** The Quotationers must submit their catalogue/photo for the item and attach their name and rate quoted thereon.
 19. In case of Quotations sent by post, it should be sent in registered post with acknowledgment due. The quotations should reach the Director, Forensic Science Laboratory, MINECO, Khatla, Mizoram, Pin-796001 within the date and time fixed for the receipt of the Quotations.

20. The undersigned in no way is bound to accept the lowest rate or any of the tenders even if valid and reserved the right to accept or reject any tender without assigning any reason thereof and may give preference to supplier/manufacturers/firms of reputed brand/company and having good performance record.
21. The undersigned shall reserve the right to cancel the bid process and reject any and all of the bids.
22. Any supplied material will be checked when the materials arrives at the place of delivery and the supplier will be bound to replace the materials if the materials are found not conforming to specifications.
23. **All payment will be made only after fulfillment of supply and installation(as the case may be) to the satisfaction of the Director, Forensic Science Laboratory, or any authority authorized by him.**
24. All disputes are subjected to the jurisdiction of the courts in Aizawl.

(H.SANGCHUNGNUNGA)
Director,
Forensic Science Laboratory,
Mizoram, Aizawl