

**INVITATION TO QUOTE**  
**ALIMCO - AUXILIARY PRODUCTION CENTRE**  
**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**  
(A GOVT. OF INDIA UNDERTAKING "MINIRATNA" COMPANY)  
Plot No. 16/2, Manpura, Dewas Road, Ujjain (M.P.) – 456010  
Web: [www.alimco.in](http://www.alimco.in)  
E-mail: [aapc\\_ujjain@alimco.in](mailto:aapc_ujjain@alimco.in)



**CIN: U85110UP1972NPL003646 // GSTIN: 23AABCA8899F1ZG**

M/s.
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Enquiry No.	:	UJN/LT/014/AX
Dated	:	29/08/2019
Due Date	:	12/09/2019

Dear Sir,

**Sealed quotation are invited in rate format as specify in "Annexure-A" for the supply of the following stores strictly as per our specification /drawings (where applicable) for the quantities and the staggered Delivery Schedule as indicated and as per the terms & conditions mentioned in corporation Purchase Policy overleaf, to reach us by 14:00 hrs. on or before the due date:-**

Description of Stores	<u>AS PER ANNEXURE - "A"</u>
Delivery Schedule	<u>AS PER ANNEXURE - "A"</u>
<b>Note (A):</b>	<ol style="list-style-type: none"><li>1. <b>The basic price/ rate, GST (If applicable), Packing &amp; Forwarding charges and Freight charges must be mentioned separately &amp; specifically. The offer quoted Inclusive of GST Taxes, Packing &amp; Forwarding Charges and freight charges may not consider for further processing.</b></li><li>2. <b>Kindly mention GSTIN in your offer.</b></li><li>3. Maximum period required to commence supplies which may normally be not exceeding 10 days from the date of placement of Purchase Order.</li><li>4. This is fixed price tender. Any request for rate revision till currency of P.O shall not be considered.</li><li>5. Jigs, Fixture &amp; Dies for manufacturer of the tendered items required, if any is to be developed by the party at their own cost.</li><li>6. The tentative quantities and delivery schedule likely to be covered by Purchase Order and as indicated in Annexure "A". The material would be required to be supplied on staggered delivery schedules to be indicated in Purchase Order or as required by the Corporation.</li><li>7. The total requirement of the material may vary substantially up or down as per requirement of the Corporation &amp; successful tenderer will be required to arrange the supplies accordingly.</li><li>8. The tentative monthly requirement will be approx. 1/12<sup>th</sup> of the quantity indicated above subject to be change by the corporation which may vary substantially up or down as per requirement of the corporation.</li></ol>

For: ALIMCO-Auxiliary Production Centre, Ujjain  
Material Management Deptt.

## **Note (B):-**

- (i) **Kindly mention the Enquiry No. and Due date on Envelope.**
- (ii) In case of any such requirement the corporation will be entitled to place "Repeat Order" on the same rate, terms & conditions subject to mutual consent.
- (iii) The corporation has right to amend the Tender/Purchase Order quantity (enhanced/ reduced) in case of change/ amendment in the Production schedule during currency of Purchase Order to meet out the Corporation's target/ commitments as per customer's/marketing department requirement.
- (iv) **Tenderer/Suppliers are requested to quote/submit their offer FOR: "ALIMCO APC, UJJAIN".**

## **TERMS AND CONDITIONS**

1. **Submission of Tenders** – (a) Tenders shall be sent in a sealed envelope super scribing the Enquiry No. & due date. (b) Tender shall be addressed to "Materials Department, ALIMCO-Auxiliary Production Centre, Plot No. 16/2, Manpura, Dewas Road, Ujjain – 456010 (M.P.)". (c) The Tenderers may at their discretion send the Tenders by Registered/Speed Post, but postal and transit delay shall not be necessarily considered in reckoning the tenders for our consideration.
2. **Validity of Tenders** – (a) The tenders shall remain open for acceptance for a minimum period of 120 days from the date of opening of tenders or till such period up to which the extension of validity is agreed to mutually. This may be please be stipulated clearly in the quotation. (b) If notified within this period that the tender has been accepted the tenderer shall be bound by the terms of the offer along with the terms that have been agreed to mutually. (c) All tenders without `proper specification, samples, drawings and Testing certificates, where required, are liable to be rejected. It shall be in interest of tenderer that are complete offer is made for our consideration.
3. **Details of offer** – (a) **The quoted rates shall be Quoted FOR delivery at our Ujjain Factory the following data shall be invariable furnished : (i) Basic firm price of stores; (ii) GST, if any applicable; (iii) packing and forwarding charges, if any; (iv) Freight Charges.** (b) In the case of quotations from local parties, the following rates shall be indicated specifically: (i) Rate for delivery at the ALIMCO APC-, Ujjain Factory, (ii) Rate for delivery Ex-shop/ Ex-Go down, UJJAIN.
4. **Taxes:** – The GST Tax applicable shall clearly be indicated in percentage. **Our GSTIN is 23AABCA8899F1ZG.**
5. **Rate Contract** – All SSI units/Micro & Small Enterprises (MSE) will be issued Tender Documents free of cost & Exemption to submit Earnest Money Deposit (EMD) on submission of valid Udyog Aadhar Memorandum (UAM) against Tender for the items/nature of business/type of services specified therein in the UAM.
6. **Quantity Discounts** – In order to submit the most competitive offer, the tenderer may indicate the quantity discount on a "slab basis" applicable on the price. However, the buyer reserves the right to accept the quantity discounts. The quantities indicated in this enquiry are liable to revision either upwards or downwards.
7. **Delivery** –
  - (A) In their own interest, tenderers are advised to quote for the earliest possible delivery. Where Ex-stock deliveries quoted stock shall be held by the tenderer during the validity period of quotation.
  - (b) The delivery of the stores/equipment shall be made strictly as stipulated. Failure to supply within this period make the tenderers liable on to an unconditional penalty of  $\frac{1}{2}\%$  of the price of the goods in arrears per week subject to a maximum limit of **10%** of value of the goods in arrears.
  - (c) The supply of all items shall be completed satisfactorily within the stipulated delivery period of the order failing which ALIMCO reserves the right to obtain / purchase stores from other sources at your sole risk, responsibility and cost. If any higher price has to be paid above the contracted price, the loss which may occur on this account, shall be recovered from the tenderer.
  - (d) **The supplies shall be made in proper packing (in countable quantity) to avoid any damage/loss/pilferage in transit & storage.**
8. **Terms & Payment** – (a) Ours is a Government of India Undertaking registered under "Section 8" of the Indian Companies Act, 2013. As such the following terms of payment are stipulated:-
  - i) **100% payment within 30 days after receipt and acceptance of the materials/stores/equipment without any damage/short supplies after the submission of bill, whichever is later will be made. However, the GST portion will be payable only after submission of proof/ self-certified copy of GST return filed online by the tenderer clearly (duly highlighted) showing invoices/ bill number and amount submitted to ALIMCO.**
  - ii) **Acceptance of Payment Terms other than standard Payment Terms of within 30 days**, is at the discretion of management and in that case 1% of total landed cost will be considered additional while preparing Comparative Statement of Quotations (CSQ). However, Purchase Order will be placed at quoted rates.
  - iii) **Payment in Advance terms is not acceptable.**
9. **Important instructions** – (a) Where the item offered is not as per our specified make/size, the reason for not offering the same (e.g. not in ready stock etc.) shall be clearly indicated. (b) Please quote for delivery at our factory site. However, Packing and Forwarding, Freight Charges wherever applicable shall be given clearly in % in format at Annexure-'A'.
10. **Opening of Tenders** – The tenders shall be **opened at 15:00 hours on due date** in presence of representatives of tenderers who may like to be present.

11. ALIMCO reserves the right to split up the total order quantity to more than 01 bidder to avoid stock out situation wherever necessary. In case of split up to 3 parties, 60% qty. May be placed on L-1 and 20% each on L-2 & L-3 provided they agree to match the rate with L-1 and in case of split up 02 parties 60% of the Qty. May be placed on L-1 and 40% on L-2 provided L-2 agree to match the rate with L-1.
12. ***Offers for supplies other than FOR ALIMCO APC, Ujjain/Ex-shop, Ujjain/Ex-works, Ujjain/FOR Ujjain will be summarily rejected. However, offers for other than FOR ALIMCO APC, Ujjain but for Ex-shop, Ujjain/Ex-works, Ujjain /FOR Ujjain shall be loaded by 2% of basic cost for working out the landed cost & comparison purposes in CSQ. However Purchase Order will be placed at quoted rates terms & conditions. But, the successful tender has to provide /offer duly packed material.***
13. **The other terms & conditions of corporation's Purchase Policy shall be applicable.**
14. If any dispute/ question or controversy arises, the settlement of which is not herein specially provided in this Tender/ Order/ Contract, the matter in dispute shall be referred to the arbitration of Chairman and Managing Director of ALIMCO or his nominee and decision of **Chairman and Managing Director** or **his nominee** shall be final and binding on both the parties. The provision of INDIAN ARBITRATION & CONCILLATION ACT, 1956 as amended from time to time shall apply to such arbitration proceedings. Arbitration proceeding shall be held at Kanpur only and Kanpur Nagar Court will have jurisdiction in the matter.

## **Annexure – "A"**

<b>Sl No.</b>	<b>ALIMCO Code No.</b>	<b>Description of Stores/ Nomenclature</b>	<b>Qty. in (Ltr.)</b>	<b>Basic Price Per Unit (Ltr.)</b>	<b>Freight &amp; Packing/ Forwarding etc. (in % only)</b>	<b>GST Rates in terms of Percentage (%), if applicable</b>	<b>Tentative Delivery Schedule</b>
1.	DN22	Turpentine Oil	2,000				500 Ltr. Quarterly

### **Note:**

1. If the rate quoted is inclusive of GST, Freight and Packing & Forwarding etc. then offer shall be summarily rejected without any further clarification/notice.
2. **The rates should be quoted as per above format, if the offers/quoted rates are not in above specified format same may not consider for further processing without any further information.**
3. The Tenderer/ Bidder needs to submit Annexure 'A', Annexure 'B' along with the offer.

Seal & Signature

Bidder/Party Name

**TENDER ACCEPTANCE LETTER**

(To be given on Tenderer/ Bidder's Letter Head)

Date: .....

To,  
In-charge/ Materials Department,  
ALIMCO APC,  
Plot No. 16/2, Manpura Dewas Road Ujjain,  
Ujjain-456010

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name/ Code of Tendered items/ Work:- \_\_\_\_\_

Dear Sir,

1. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ [including all documents like Annexure(s), Schedule(s), specification and drawing, etc.], which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions /clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
4. I/ We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/ Public sector undertaking.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Party/ Bidder, with Official Seal)