



Ref. No. : 5-1(7)/Proc/NCSCM/2013/1

17th September 2013

To

Sir,

Sub: Inviting quotation for Drinking water supply on Contract basis - Reg.

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute under the Ministry of Environment and Forests and has its Office located in Koodal Building, Anna University Campus, Chennai-600025.

Quotations are invited for the supply of Drinking water (20 litre can) on Contract to National Centre for Sustainable Coastal Management, Anna University Campus with the following terms and conditions.

1. Duration of water supply at National Centre for Sustainable Coastal Management premises is minimum twice in a week.
2. The drinking water supplied should have a valid "ISI" certification. Copy of certificates to be attached.
3. The drinking water manufacturing company should have possessed an "ISO certification" for production and quality.
4. Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission
5. Quoted rates should be valid for minimum period of **ONE YEAR** from the date of contract.
6. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
7. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
8. 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.
9. Payment shall be made after the completion of every month on production of bills/invoices duly certified by the NCSCM representative.

10. You should quote PAN , TAN , VAT & Registration numbers, Service Tax numbers, whichever is applicable.
11. You are requested to provide your offer latest by **12.00PM** on **15.10.2013**.
12. Quotation will be opened at **2.00PM** on **15.10.2013**.
13. Pre-bid discussion / site inspection can be had between **3.00PM and 5.00PM** on **04.10.2013**
14. The quotation shall be submitted with a covering letter with printed Letter Head addressed to "The Director, National Centre for Sustainable Coastal Management, Chennai - 600 025."
15. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
16. The contractor shall seal the quotation in an envelope along with the address of the bidder and addressed to the **National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai - 600 025**. The envelope will also bear the following identification :-
 - Quotation for **Supply for Drinking water (20 liter can) on Contract**
 - Do not open before **2.00 PM** on **15.10.2013**
 - Quotation ref. no. **5-1(7)/Proc/NCSCM/2013/1**
17. The firm should quote rates only for standard products.
18. The firm should enclose the booklet/broachers/manual/Certificates of the quoted product/firm.
19. If any claims towards delivery or installation, it should be inclusive of the prices quoted.

Manager(Admin/HR)