

## REQUEST FOR QUOTATION

To,  
GAIL WEBSITE VENDOR,  
India  
Vendor Code : 101019938

RFQ No. :GAIL/NOIDA/8021/3200045117/  
Date:17.07.2008  
RFQ Due on : 01.08.2008 at 14:00 Hrs IST  
Tender Opening Date : 01.08.2008 at 15.00 Hrs IST

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Dear Sir(s)/Madam,

GAIL (India) Ltd. invites you to submit your offer in sealed envelope, superscribing RFQ No. & Due date for the following item(s) in complete accordance with enquiry documents/attachments:

Sl. No	MatCode	UOM	QTY	Unit Price
	Description			(in figures & words)

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**Group : 1**

ADDITIONAL REQUIREMENTS:

PHOTOCOPIER & ACCESSORIES

SUPPLEMENTARY REQUIREMENTS:

1	9320301561	EACH	1	_____
	PHOTOCOPIER MACHINE			
	16 PPM(A4) OR MORE			
	SCAN RESOLUTION 1200 DPI OR MORE			
	SPEED 3 SEC PER PAGE AT 33.6 KBPS			
	Printing features			
	# Print speed - Black - Up to 20 PPM			
	# Print quality, black - 600 x 600 dpi			
	Copier features			
	# Copy speed - Black (copies per minute) - Up to 20 CPM			
	# Copy resolution- 600 x 600 dpi			
	Scanner features			
	# Scan Resolution-600 x 600 dpi enhanced upto 4800 dpi			
	Fax			
	#speed-3 sec transmission speed at 33.6 kbps			
	compatible with window-98,2000,xp & linex			
	USB 1.1 compact design			
	DIGITAL PHOTOCOPIER//A-4 SIZE.			
	LASER PRINTER //SCANNER-IN BUILT			

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## **REQUEST FOR QUOTATION (Cont.)**

**RFQ No:GAIL/NOIDA/8021/3200045117/**

**Date: 17.07.2008**

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**EMD Details : NOT APPLICABLE**

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**Instruction to Bidders :** Please note we do not issue any Sale Tax Concession form. Hence quote full Sale Tax without form C/D and fill up format for details of Terms & Conditions enclosed alongwith RFQ

This RFQ is floated under two bid system. Bid shall be submitted in the following manner separately sealed in envelope duly superscribed as below:

Part-I: Techno-commercial bid (Unprice bid)

consist of complete tender document duly signed & stamped.

SOR Part (As per RFQ) blanked mentioned "Quoted" against the items, submit your technical specification & filled up terms & conditions in the enclosed format (details terms & condition) and copies of documents as required in BEC.

Part-II: Price bid (consist of complete quoted price/rates against the items)

All the two envelopes containing Part-I, Part-II, should be enclosed in a larger envelope duly sealed and pasted with superscribed RFQ No. date & due date of opening.

### BIDDER ELIGIBILITY CRITERIA (BEC):

1.The bidder should be manufacturer/authorized distributor/dealer of photocopier machine. Copy of manufacturer/dealership certificate to be submitted alongwith bid.

2.The vendor should have supplied one photocopier machine of the value of Rs. 11000/- to Govt. Dept./PSU/MNCs during the last 03 financial year. Copy of PO to be submitted along with bid.

All bidders have to submit all the documents relevant for meeting above BEC failing which their bid shall be rejected.

### BID REJECTION CRITERIA:

Any deviation to the following clauses will lead to rejection of bid as the bid will be considered as Non-responsive. No technical and commercial clarifications will be sought for such bids.

1. Firm Price
2. EMD/Bid Bond
3. Scope of Work
4. Specification
5. Price Schedule
6. Delivery/ Completion Schedule
7. Period of Validity of bid
8. Price Reduction Schedule
9. Performance Bank Guarantee / Security Deposit
10. Guarantee
11. Arbitration / Resolution of Disputes.
12. Force Majure
13. Applicable Laws
14. EPF Registration in case of Domestic bidder.
15. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of bid.

## REQUEST FOR QUOTATION (Cont.)

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Sealed offer is to be submitted in the office of DGM(C&P), GAIL (India) Ltd., B-35,36, Sector-1, NOIDA-201301 Phone # 0120 - 2547855.

**Price Basis :** FOR Destination i.e. GAIL Terminal Bahadurgarh.

**Delivery/Completion Schedule :** Within one month from the date of PO

**Terms of payment :** 100% payment through E-payment within 15 days after receipt & acceptance of material at our site.

You are requested to submit your Bank Account Details if having Account in SBI/ICICI/HDFC along with authorization letter from Bank to facilitate the E-Payment mode for payment against the subject order.

**Price Reduction Schedule :** 0.5% of per week of the total order value subject to maximum @ 5% of the total order value.

**Enclosures :** General Purchase Condition

**Important :**

1. Percentage of Taxes, Duties, P&F, Freight charges etc. of quoted basic price should be clearly mentioned in the quotation.
2. Please go through the General Purchase Conditions (GPC) enclosed as Annexure. Deviations to GPC shall liable for rejection of your offer.
3. Please submit Catalogue/Specification Details, Test Certificates/Traceability Certificate for accuracy along with your quotation.

**Yours truly,  
For and on behalf of  
GAIL ( India ) Ltd.**

**(Authorized signatory)**

## REQUEST FOR QUOTATION (Cont.)

RFQ No.:GAIL/NOIDA/8021/3200045117/

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### Format for Details of Terms & Conditions to be Filled By Vendor

Offer Ref . & Date ..... Price Basis: Ex-Works.....  
Telephone No ..... FOT Site of Plant.....  
Fax No. ....  
E-Mail .....

Delivery Schedule .....

Offer validity for: 90 days/120 days/180 days

Payment Terms .....

1. Discount % on basic Unit price, if any .....

2. Packing & Forwarding, if applicable.....

3. Excise Duty % (if applicable).....

4. LST/CST (with/without concessional Form), if applicable .....

5. Freight, if applicable .....

6. Other Charges, if any.....

**Signature of Vendor with Office Seal**

**GENERAL PURCHASE CONDITIONS**

1. Consignee: C&P Incharge, GAIL (India) Limited, B-35, 36, Sector-1, Noida-201301. Any expenditure and/or demurrage incurred in respect of a wrong delivery shall be recovered from supplier.
2. Quotation duly sealed & superscribed with enquiry no. should reach GAIL office on or before 1400 hrs on the due date of opening along with samples, if required, failing which offer will not be considered. Quotations received late are liable to be rejected. Quotations will be opened on the due date at 1500 hrs.
3. The rates should be quoted on FOT dispatch point basis (i.e. including taxes, duties, P&F etc) and freight paid upto NCR, New Delhi. Accordingly, the date of LR/RR etc. shall be considered as date of delivery. Applicable rates of excise duty, central sales tax/local sales tax, packing & forwarding and freight charges should be clearly specified. In absence of same it shall be presumed that quoted prices are inclusive of same. Price quoted subject to escalation shall not be accepted. Conditional discount shall not be considered for evaluation. Rates of applicable sales taxes with and without form 'C' should be mentioned in offer.
4. Sales Tax and Central Sales Tax Registration No. must be mentioned in the quotation.
5. Rate should be quoted according to unit of measurement mentioned in NIT and no alternative unit will be considered. The rate shall remain firm & fixed till complete execution of order.
6. Validity of quotation should not be less than 4 months from the opening date. Quotations with less validity are likely to be ignored.
7. Offers subject to prior sale will not be considered.
8. Required quantities at the time of placement of order can be changed  $\pm$  25% of the quantities specified in enquiry.
9. In case of delay in delivery beyond contractual delivery period, liquidated damages @ 0.5% (half percent) of total order value per week of delay or part thereof subject to maximum of 5% of the total order value shall be leviable.
10. Normally, no price negotiation will be held. Change in price or substance of offer after opening of bids will not be permissible & shall lead to rejection of bid.
11. i) Quotation should accompany Earnest Money Deposit (EMD) for value indicated in Notice Inviting Tender in the form of (a) bank draft payable at NOIDA. (b) Bid Bond valid for a period of two months beyond bid validity. Quotations without - EMD/Bid Bond are likely to be ignored. However, no earnest money will be necessary :-
  - a) For purchases upto Rs 1.00 lac.
  - b) For purchases from Public Sector Undertaking.
  - c) For purchases from firms registered with NSIC.
  - d) For purchases from firms registered with GAIL/DGS&D provided they are registered upto monetary limits and for the items they intend to quote against the tender.

- ii) EMD shall be forfeited, if the bidder :-
    - a) Withdraws bid/Changes quoted rates/modifies terms and conditions of the bid without consent of GAIL within validity period including extension thereof or
    - b) Fails to accept order or
    - c) Fails to submit the Contract Cum Equipment Performance Bank Guarantee (CPBG)/ Security Deposit pursuant to placement of order.
  - iii) E.M.D of unsuccessful bidders will be released on finalisation of order.
  - iv) E.M.D of successful bidder shall be released on submission of CPBG/S.D.
  - v) In case the order value is above Rs. one lakh, security deposit (SD) will be submitted by the successful bidder either in the form of Demand Draft or Contract Cum Equipment Performance Bank Guarantee (CPBG) as per format prescribed by GAIL for 10% of the total order value. The CPBG should be valid for 3 months beyond guarantee/warranty period and is to be submitted within 15 days from the date of receipt of order.
  - vi) The Bid Bond/CPBG shall be from Nationalised Bank or Indian Scheduled Bank having net worth of more than Rs. 100 Cr.
12. Necessary testing facility to be provided free of charge to inspecting officer at vendor's premises.
- 13 When stores are rejected, the same will be intimated to the vendor with the details of such rejected stores as well as the reasons for their rejection. The material will be lying at the consignee's premises at the risk and cost of the supplier. The supplier will also be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous/infested and perishable materials within 48 hrs. failing which the consignee will either return the materials to the supplier on freight to pay or otherwise dispose them off at the supplier's risk and cost. The consignee will also intimate the concerned paying authority, quantity of the material so rejected so as to recover the freight charges from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @ 5% of the value of materials for each month or part of a month till the rejected stores are finally disposed off.
14. Warranty:
- The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type offered and in full conformity with the specifications, drawings or samples, if any, and shall if operable, operate properly. This warranty shall survive inspection of payment for and acceptance of the goods but shall expire twelve months from the date of operation or 24 months from the date of despatch, whichever is earlier.
15. If an order is placed on a bidder, in preference to the lowest acceptable offer, in consideration of shorter delivery period the supplier will be liable to pay to GAIL the difference between the ordered rate and the rate quoted by the lowest acceptable bidder in case he fails to complete the supply within the specified delivery period. This is without prejudice to other rights under terms of order.
16. 100% Payment will be released within 15 days of receipt and acceptance of material/installation at site/stores. In case of payment through

bank, all charges shall be borne by vendor. The payment shall be released through cheque payable at Noida. In case of payment through D.D., D.D charges shall be to vendor's account.

17. Invoice: In case where documents are not routed through Bank, original plus one copy of invoice may be directly sent to Incharge (F&A) GAIL, Noida immediately after dispatch with copies to purchaser and the consignee mentioned in purchase order. Invoice must bear the purchase order no. with date and should also indicate the dispatch particulars. It may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.
- 18 50% of ordered quantity may be reordered on the same rates, terms & conditions during the delivery period including any extension thereof or within six months from the date of original supply order whichever is later.
- 19 AIL reserves the right to accept/reject any or all tenders without assigning any reason whatsoever.
20. Packing & Marking : While dispatching ordered stores, it will be the responsibility of the supplier to properly pack the consignment so as to enable its delivery at destination free from loss, damage or pilferage. Each packing must contain a list of stores packed therein. Each packing/bundle must be prominently marked with order no. and packing no. & consignee name & address.
21. Despatch documents : An advice note indicating the order no. shall accompany each consignment. A duplicate advice note along with Railway or Lorry Receipt must be sent to the consignee by Regd. Post/Courier in advance before arrival of stores at destination. Any demurrage/wharfage etc. incurred on account of late/ none receipt of dispatch document/wrong dispatch of consignment will be recovered from supplier. All RRs/LRs must be in the name of consignee as stated in the purchase order and only where specifically agreed the same can be consigned to "Self". Required test certificates must be sent alongwith dispatch documents
22. Unless permitted by GAIL, for order value upto Rs.50,000/- supplier shall dispatch all the ordered items in single lot/consignment and for order value exceeding Rs. 50,000/- supplier can dispatch the ordered items in maximum two lots/consignments.
23. Failure and termination :  
Time and date of delivery shall be the essence of the contract. If the supplier, fails to deliver the stores or any installment thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such period, the purchaser may without prejudice to any other right or remedy available to the purchaser, recover damages for breach of the contract as follows:
  - i) Recover from the contractor, as agreed, liquidated damages and not by way of penalty a sum equivalent to 1/2% (half) of the total order value per week for such delay or part thereof (this is an agreed, genuine pre-estimate of loss or damage duly agreed by the parties without there being any proof of actual loss or damage caused by such delay) where delivery thereof is accepted after expiry of the aforesaid period. It may be noted that such recovery of liquidated damages may be upto 5% of the total order value.
  - ii) Purchase or authorise the purchase elsewhere on the account and at the risk of the supplier, of the stores not so delivered, or others of a similar description (where stores exactly complying with the particulars are not in the opinion of the purchaser which shall be final, readily procurable) by serving prior notice to the supplier without cancelling the

contract in respect of the installment not yet due for delivery; or

- iii) Cancel the contract or a portion thereof by serving prior notice to the supplier and if so desired, purchase or authorise the purchase of the stores, not so delivered or others of a similar description (where stores exactly complying with particulars are not, in the opinion of the purchaser which shall be final, readily procurable) at the risk and cost of the supplier. If the supplier had defaulted in the performance of the original contract, the purchaser shall have the right to ignore his tender for risk purchase even though the lowest. Where the contract is terminated at the risk and cost of the supplier under the provisions of this clause, it shall be in the discretion of the purchaser to exercise his discretion to collect or not, the security deposit from the supplier, on whom the contract is placed at the risk and expense of the defaulted supplier.
- iv) Where action is taken under sub-clause (ii) or sub clause (iii) above the supplier shall be liable for any loss which the purchaser may sustain on that account, provided the purchase or if there is an agreement to purchase, such agreement is made, in case of such failure to deliver the stores, within 6 months from the date of such failure and in case of repudiation of the contract within six months from the date of cancellation of contract. The supplier shall not be entitled to any gain on such purchase and the manner and method of such purchase shall be at the entire discretion of the purchaser. It shall be necessary for the purchaser to serve a notice of such purchase on the supplier.
- v) It may be noted that clause (i) above provides for recovery of liquidated damages at the rate of 0.5% (half percent) of the total order value per week (or part thereof) of delay upto a ceiling of 5% of total order value. Liquidated damages for delay in supplies thus occurred will be recovered by the paying authorities of the purchaser specified in the supply order from the bill for payment of the cost of the material submitted by the supplier or his foreign principals in accordance with term of the supply order or otherwise.
- vi) Notwithstanding anything stated above, equipment and materials will be deemed to have been delivered only when all its components, parts are also delivered. If certain components are not delivered in time, the equipment and material will be considered as delayed until such time as all the missing parts are also delivered.

24. General Conditions : The bidders are requested to note the following conditions which among others, shall form part of the purchase order arising out of this tender :

- i) FORCE MAJEURE : The delivery period indicated in the purchase order should be strictly adhered to and normally no extension in the delivery would be granted. However if at any time during the currency of the contract the performance in whole or in part by either party, of any obligation under the contract shall be prevented or delayed by way of any war, hostilities (whether war is declared or not), acts of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, strikes, lock-outs or acts of GOD, provided notice of any such happening is given by either party to other in respect of such non performance or delay in performance & deliveries under the contract shall be resumed as soon as practicable after the event has come to an end/ceased to exist, provided that if performance in whole or part of the contract is prevented or delayed for a period exceeding 60 days either party may, at its option, terminate the contract.

- ii) SUBLETTING AND ASSIGNMENT : The supplier shall not, save with the previous consent in writing of the purchaser, sub-let, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever provided nevertheless that any such consent shall not relieve the supplier from any obligation, duty or responsibility under the contract.
  
- iii) ARBITRATION : All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the General Manager of Gas Authority of India Ltd. whose award shall be final and binding on both the parties.
  
- iv) The contract shall deem to have been entered at GAIL, New Delhi and all suits in respect of this contract shall be under the jurisdiction of the court in New Delhi.

