

Ref. No. NB.GUJ/13301/DIT-16(21)/2007-08

06 February 2008

Dear Sir,

Supply and Installation of 1 GB Pen Drives

(i) Sealed quotations are invited for purchase 50 Nos. of 1 GB USB Pen Drives for our office.

(ii) The general terms and conditions of this inquiry are given in Annexure-I.

(iii) The prices should include all taxes, VAT, transportation charges, other levies, etc.

(iv) The details of quantity and delivery location are as under:

Sr. No.	Item	Quantity	Location of Delivery
1	1 GB USB Pen Drives	50	Ahmedabad

(v) The quotation should be sent in a sealed envelope with superscription "**Quotations for supply of Pen Drives**" to the following address :

Shri B S Shekhawat
Chief General Manager
NABARD, NABARD Tower
Opp. Municipal Garden, Usmanpura,
Ahmedabad - 380013

(vi) The quotations should reach us not later than **1500 hours on 18 February 2008.**

(vii) Neither this inquiry nor your offer of supply confers any right on you and the Bank reserves the right to reject the quotation without assigning any reason.

(viii) The validity of the offers will be for a period of 90 days from the date of opening of quotations.

(ix) A letter of acceptance of the terms and conditions as indicated in Annexure-I may also be submitted along with the quotation.



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

(x) National Bank for Agriculture and Rural Development (NABARD) reserves the right to reject quotations which are incomplete or unclear and do not conform to the specifications.

Yours faithfully

(S K Dora)

Asstt. General Manager

Encl.: Annexure I : Terms and Conditions
Annexure II : Proforma



Annexure -I

General Terms and Conditions of the Contract

- 1.Item & Quantity :1 GB USB Pen Drives (of reputed brands like Transcend, SONY, IBM or Equivalent) - 50 Nos.
- 2.The rates quoted shall be inclusive of delivery, installation charges, Excise duty, Sales tax, Transportation cost, other levies, VAT, etc. ***The Octroi charges, if any, may be paid as per actuals on production of receipt.***
- 3.**The delivery and installation will have to be completed within 1 weeks from the date of receipt of the final order.**
- 4.**Warranty** : The equipment will carry a minimum of 2 years on-site comprehensive warranty against all manufacturing defect(s) and the offerer will give an undertaking to the effect that after-sale service facilities are available against any manufacturing defect(s) during the warranty period and defective items will be replaced free of cost during the period.
- 5.**Inspection and Testing** : The equipment will be made available to the Bank's representative for inspection and the supplier will render all necessary assistance for the same. The supplier will also make all necessary arrangement for testing the material.
- 6.The offer will remain valid for a minimum period of **90 days** from the date of opening the quotations.
- 7.**The National Bank does not bind itself to accept the lowest or any other tender and reserves to itself the right to accept or reject any or all the tenders/quotations either in whole or in part without assigning any reason.**
- 8.The supplier will have to make good the damages, if any , caused to the bank's properties while attending to the captioned work, at no extra cost to the Bank.
- 9.**Payment terms**: 100 % payment on supply and satisfactory performance.
- 10.**The National Bank reserves the right to accept or reject all the tenders/quotations without assigning any reason.**
- 11.The tender documents are also available on NABARD's website www.nabard.org.
- 12.**The proforma provided in Annexure-II should be strictly used for submission of quotes. In case the agency desires to submit any additional information on the product/services etc., the same may be furnished under head "OTHER DETAILS".**
- 13.It maybe noted that submission of the quotation would imply explicit acceptance by the supplier of the terms and conditions listed hereunder.
- 14.A supplier may offer more than one model/make of product provided he is authorised to quote for the same.
- 15.The whole Quantity indicated in the order is to be supplied as a single lot.
- 16.All the pages of the tender should be signed togetherwith seal of the authorised representative of the supplier.

...(PTO)



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

Certificate of Acceptance of Terms & Conditions :

The above Terms & Conditions have been read and understood fully and we agree to abide by the same.

Date:

Signature of the authorized
representative of the Firm
with address

Place:

seal



Annexure -II

Supply of USB Pen Drives

Sr. No.	Item	Rate	Quantity	Amount (Rs.)
1	1 GB USB Pen Drives (Transcend/ Sony/IBM or equivalent)		50	

Note : The prices should be inclusive of delivery, installation charges, Excise duty, Sales tax, Transportation cost, other levies, VAT, etc. ***The Octroi charges, if any, may be paid as per actuals on production of receipt.***

Signature & Seal :

Date :

Place :