

General Terms and Conditions

1. Gujarat Power Engineering & Research Institute (GPERI) invites “Quotation for Printing Institute files” from reputed agencies.
2. Quotation should be sent by RPAD or Speed Post in sealed envelope with signed and sealed copy of our term & conditions and proper documents on given below address:

Purchase Officer

Gujarat Power Engineering & Research Institute

Nr.Toll Booth, Ahmedabad - Mehsana Express Highway,

Village: Mevad, Ta & Di : Mehsana-384460

Gujarat, India.

Mo: 9276892833

3. **The quotations will be received by GPERI up to 4.00 PM on 16.01.2019.** Any bid received after the prescribed deadline shall not be considered irrespective of rates. **The intimation of opening the quotation will be given to you by Email/Phone.**
4. The vendor should Bus/Carefully read, understand and seek clarifications, if any, before filling in and submitting the quotation. No claim whatsoever will be entertained for any alleged ignorance thereof.

ANNEXURE – A
GENERAL TERM & CONDITIONS

1. The vendor may submit their offer on their letterhead.
2. Quotation should be enclosed in a sealed cover, subscribed "**Quotation for Printing Institute File**".
3. The quotation should reach this office on or before the last date and time fixed. Quotations received after will not be considered.
4. The price should be quoted as per Annexure-B. Designing, Printing, Packing, forwarding, transportation, loading & unloading charges shall be included in price bid.
5. The damaged files shall be replaced by vendor without any extra charges.
6. The vendor should not transfer/assign the contract to any other party (Third Party).
7. Vendor must collect the sample of File from the institute before quote.
8. Ordered files should be of the same quality (Material, Printing Format, size, Font Size, etc...) as that of the sample file provided by us. Otherwise institute will not provide any kind of payment. **Only pin code will be changed (New Pin code:-384460)**
9. Successful Vendor must approve the sample of file from Authority, GPERI than after print another copy.
10. **Delivery Period:** Within One week from the date of order.
11. **Payment terms:** 100% payment after full order delivery and verification by concern officer within 25 days.
12. **Penalty:-** In case of late delivery, GPERI reserves the right to charge 0.5 % of total order value per week maximum up to 10% of work order.
13. **Jurisdiction.** The contract shall be governed by the Laws of India for the time being in force. The Courts of Mehsana only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract/terms and conditions.
14. **Settlement of Disputes.** Any disputes or difference arising out of or in connection with the Contract/Terms and Conditions shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration.
15. **Arbitration.** In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrator to be nominated by the Principal, GPERI and whose decision will be final and binding on both the parties. The venue of arbitration will be GPERI subject to as aforesaid the Arbitration act, 1940 and the rules there

under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.

16. GPERI reserves all the rights to cancel any or all the offers / bids or to accept any offer without assigning any reasons at any stage of tendering process.

Seal of the Firm

Signature of Authority

ANNEXURE - B

PROFORMA FOR PRICE SCHEDULE

Sr. No.	Particular	Qty	Rate	GST	Rate after GST	Amount
1	Printing Institute File	1000				

Place:

(Signature and seal of Bidder)