

No. -----
Office Address -----
Dated -----

To,
Tenderer's Name & Address

Subject:- Tender enquiry No. -----
For Purchase of – -----

Reference: Your Tender No. ----- dated -----

Sir,

Your above referred quotation is under consideration, acceptance subject to clarification and confirmation from you return of post in respect of the following conditions:-

- 1) You should confirm that stores will be accepted only manufactured/Supplied by -----
----- as per documents submitted by you with the tender.
- 2) You will supply the stores at concerned jail godown.
- 3) You should be in a position to deliver the entire acceptable stores within Two [02] months from the date of issue of A/T.
- 4) You should accept the payment terms as 90% against inspection & test report on receipt of acceptable stores at Jail godown as ordered in satisfactory conditions and the balance 10 % after 30 days from the first payment.
- 5) You will have to bear the cost of testing and also the cost of transit insurance.
- 6) Packing should be standard in such a way that material should not damage. Damaged material will not be accepted.
- 7) Validity period of your quotation may be extended upto 4 (Four) months.
- 8) Taxes:- No Tax
- 9) Octroi Exemption Certificates will be issued by the consignee. If the certificate is not accepted by the local authorities, then the octroi charges will be paid by you.
- 10) You will be required to pay Security Deposit to the extent of 3% of the value of the order i.e.**Rs.-----/-** (**INR ----- only.**) for the period of one year from issue of A/L.
Security Deposit should be deposited by Demand Draft or by F.D.R. only against name of -----
- 11) You will have to execute an agreement in duplicate on paper of adequate value of adhesive stamp of **Rs.100/- (Rupees One Hundred Only).**
- 12) Inspection & sampling by the consignee/purchasing officer after supply of stores will be done in the presence of supplier. The sample will be sent to approved Government laboratory for testing. Testing charges will be recovered from the supplier.
- 13) The price should be firm during the validity period of this contract. Price escalation clause is not acceptable. Penalty clause also will be applicable in case of late delivery of stores.

2/-

- 14) You are requested to communicate your acceptance of the above conditions by return post so as to enable this office to issue final order in your favor. If nothing is heard from you within 8(eight) working days from date of dispatch of this letter, it will be presumed that you are not interested in this offer and no further correspondence will be entertained thereafter.
- 15) This provisional order is limited for the following stores only and it is not binding on Government to issue final order in your favour.

Sr. No.	Description of stores	Total Qty.	Rate per --- ----	Total cost
01	Item Name . Specification ----- ----- -----	-----	Rs.-----/-	-----
			Total Rs.	-----
	(Other details as per T/E Specifications.)	(Rs. ----- Only.)		
	F.O.R. Destination at consignee-			

Free Delivery at :- F.O.R Destinations at consignee.
Tax :- No Tax

You are, therefore requested to treat this matter as urgent and expedite the reply.

AUTHORISED SIGNATURE