

**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)***(Scientific Society, Dept. of Information Technology, Govt. of India)*

IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051

Phone: +91-40-27262437, 27267309, 27267006 Fax: +91-40-27261658

ENQUIRY LETTER

ENQ. NO.: HD/PUR/SP-22/FL/30/2011-12/4473

Date: 17.01.2012
18**Subject: Procurement of 'Fork Lift'**

Due date for receipt of the quotations	08	02	2012	TIME BY:15.00 hours
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Sir,

Sealed quotations conforming to the specifications are invited for the following item(s). Quotation may please be submitted, keeping in view, the terms and conditions given below and overleaf, otherwise quotations will be rejected.

S. No.	Description of the item	Quan- tity	Specifi- cations
01	Battery Operated Fork Lift Truck	1 no.	As per "Annexure – I" enclosed

Terms & Conditions:

- Detailed information regarding previous experience of supply and installation of the similar equipment/systems to any Government Organizations as well as Private organizations and list of the clients with contact details. Copies of the supply orders received may also be enclosed with the technical bid, should not be more than three years old.
- PRICE REASONABILITY CERTIFICATE:** A certificate indicating that the rates quoted are not more than as charged to other Govt. /PSU's for similar supplies made in recent past should accompany the financial bid in support of its price reasonability (format enclosed).

Note:

- The envelope super-scribed with [a] Quotation No. [b] Due Date & [c] Description of the Item and be sent to the undersigned before the due date.
- Firms or their authorized representatives are requested to attend the opening of ~~Combined~~/**Technical** bids after closing time i.e. **on 08.02.2012 at 15:45 hours**. If there is any delay in opening of technical bids will be intimated to all bidders.
- The Technical & Financial bids should be in separate sealed covers
- These details are also available in our website: <http://www.cmet.gov.in>

Thanking you,

Yours faithfully,

To

(G.K.VENKATESAN)

Administrative Officer

gkvenkatesh1966@gmail.com



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Procurement of 'Fork Lift' **TERMS AND CONDITIONS**

1. The specifications for the items quoted should be explicit, clear and all available technical literature, catalogues and other data in support of the specifications of the items should be furnished along with the quotation.
2. Quotation should be valid for a minimum period of NINETY DAYS from the due date.
3. The sealed quotation should reach on or before the specified date to the Administrative Officer, Centre for Materials for Electronics Technology, IDA Phase-III, Cherlapally, HCL (PO), Hyderabad –500 051.
4. It should be mentioned specifically whether the price quoted includes all taxes and duties. Sales tax and / or other duties and levies where legally leviable and intended to be claimed should be distinctly shown separately in the tender. VAT/CST registration No. and date up to its validity should be indicated. We won't be able to provide "C" & "D" forms, hence quote for the taxes actually leviable.
5. We are exempted from Excise Duty and Customs Duty as per Notification No. 10/97 Central Excise dated 01.03.1997 and No. 51/96-Customs dated 23.07.1996 respectively.
6. C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserve the right to accept or reject any part of the tender without assigning any reasons.
7. Corrections if any must be attested. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
8. Terms and Conditions for the contract to be signed for the supply of items should be provided along with the quotation.
9. Tenders should submit along with their quotation, details of similar equipments / machineries supplied to Scientific / Technical Institutions during the past 3 years in India and the reference to that effect may be clearly mentioned.
10. In case you are an Authorized Agent and can arrange supply of the items, please forward your quotation F.O.R. Destination Hyderabad only along with the authorization letter from the manufacture.
11. **CHECK LIST**

Please ensure to check the following before submitting quotation otherwise quotation will be liable for rejection:

1	Price	Verify price quoted both in figures and words are correct.
2	Validity of offer	Please indicate that Offer is valid for a period of 90 days from the date of opening of price bid.
3	Payment terms quoted *	100% after delivery & installation of the item. No advance/part payment will be effected. * <u>our normal mode of payment is 100% within 30 days after receipt and acceptance of materials in good condition (i.e. within 30 days after satisfactorily installation & commissioning).</u>
4	Delivery period	Should be clearly indicated. Delivery of the item within Time limit is the essence of the contract failure will attract Penalty.
5.	Packing & forwarding charges	Should be clearly indicated. Mentioning "EXTRA" will not be acceptable.
6	Payment of statutory levies	Central/VAT - Full CESS - Full Excise duty - Exempted Custom duty - Exempted
7	Freight charges	Clearly indicate delivery charges Paid or FREE up to CMET stores, Cherlapally, Hyderabad- 51.
8	Transit Insurance	Clearly indicate to be borne by the party or C-MET.
9.	Guarantee / Warrantee	Party should clearly indicate period of warrantee and after sales service/AMC

Administrative Officer



ANNEXURE – I

Technical Specifications for 'Battery Operated Fork Lift Truck'

S.NO.	Description	Detail
1	Name of the Equipment	Battery Operated Fork Lift Truck
2	Quantity	1 Number
3	Capacity	Lifting of 1.0 MT dynamic Load
4	Design Features	<p>Battery Operated fork lift truck confirming to following features:</p> <p>Rated Capacity: 1000-1200 KG Load Center: 500mm (minimum) Lifting Height: 4000mm Fork size: L: 920mm, W: 100mm and T: 35mm Tilting angle: Front: 5-6 degrees Rear: 6-12 degrees Turning radius: 1500-1800mm Fork over hand: 420-440 mm Ground clearance of forks: @100mm travel speed: 13-15 KMPH. Lifting speed with load: 300-350 mm/second (max) Make of controller: SME/MOSFET/ZAPI Note: Supply should be complete with battery set, battery charger, drive motor, lift motor, wheels etc.</p>



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(in the company letter head)

PRICE REASONABILITY CERTIFICATE

It is certified that the rates quoted _____
(model/make) are not more than as charged to other Govt. /PSU's for
similar supplies made in recent past. Copies of the supply orders received
from other Govt/PSU's are enclosed alongwith the technical bid.

Signature of Tenderer_____

Name_____

Business Address_____

Seal of the Tenderer_____