

### **TERMS & CONDITIONS**

1. The item-wise rate shall be quoted F.O.R. destination i.e. at Mawdiangdiang with validity period upto **6 (Six) months**.
2. The rate quoted shall be inclusive of all taxes etc.
3. The quotation committee reserves the right to reject anyone or all Quotations without assigning any reason thereof and also does not bind itself to accept or recommend acceptance of lowest rates of bidder.
4. Earnest money deposited by unsuccessful Quotationers will be released after selection process is completed.
5. Non-Tribal Quotationer should furnish attested copy of Trading License issued by the competent authority of East Khasi Hills Autonomous District Council.
6. Copy of Income Tax clearance certificate obtained from the Income Tax Department should be furnished along with the quotation.
7. Copy of Sales Tax (VAT) Clearance Certificate by the concerned Superintendent of Taxes, Taxation Department, Shillong, Meghalaya, should be enclosed with the Quotation.
8. Quotationers belonging to SC/ST Community should furnished copy of ST/ST certificate issued by the competent authority.
9. Tax Identification No. with regard to registration under Meghalaya Value Added Tax Act issued by the Taxation Department, Meghalaya should be enclosed with Quotation.
10. The Quotationers need to submit documentary evidence with regard to their sound financial status having experience in supply of similar items of Government Department/ Institute/ Organisation costing not less than Rs. 10.00 lakh per annum.
11. The bidders should carefully go through the schedule of items at GROUP to this NIQ for quoting the rates.

12. Quotations received without Earnest money deposit shall be treated as invalid and shall be summarily rejected.

13. The successful bidders after selection shall be required to furnish Performance Security of 10% of the Value of supply. The amount of Performance Security deducted from the bill would be refunded within 15 days of completion of supply satisfactorily.

14. The successful bidders will need to sign an Agreement with the IHM Shillong detailing the terms and conditions of supply of items enlisted in GROUP to this NIQ.

15. Terms and Condition of this NIQ shall form part of the Agreement.

16. VAT at the rate prescribed from time to time by the Taxation Department, Government of Meghalaya shall be deducted at source from the suppliers bill wherever applicable.

17. VAT will not be deducted at source if the supplier furnishes exemption certificate from the concerned Superintendent of Taxes under the provision of Meghalaya Value Added Tax Act.

18. The Quotation should be subscript with the **word "Quotation for supply of materials"** on the outer cover of sealed quotation addressed to the Principal, Institute of Hotel Management Catering Technology and Applied Nutrition, Ministry of Tourism, Government of India, "Mawdiangdiang, Meghalaya.

19. The quotationers/bidders will have to supply the materials/items based on indents from the competent authority as under:

- a. To Hostel at Mawdiangdiang on receipt of indent from the Mess manager/Mess warden duly countersigned by the Hostel Warden or in his absence by any other Faculty duly in this behalf.
- b. Materials supplied will be received by the store-in-charge up to 04.00 p.m. on all working days.
- c. Materials supplied in each occasion should be supported by three copies of challans wherein the names of items and quantity supplied with date should be clearly recorded and signature of the recipient should invariably be obtained by the supplier.

d. Supplier should submit bill before 15 days after supply at regular interval in triplicate to Institute's office for payment along with three receipted copies of challans charging the rate as accepted by the Quotation Committee.

e. In the event of failure to furnish the details as indicated above the claim may not be entertained.

f. No alterations/ modifications of the rate will be allowed after submission of the Quotations. The rate once accepted will remain valid for the period of **6 (Six) months** or unless extended. No representation whatsoever for enhancement of rate(s) on the ground of increase in market price(s). If approved suppliers failed to supply any item(s) at the accepted rate(s) the same will be purchased by the Institute from open market at different cost(s). If any will be recover from subsequent bill of such approved supplier(s).

g. Items Indent/ for supply if not reached before time the Institute will purchase directly from open market and deduction will be made from the Security Deposit.

Principal  
IHMCTAN Shillong