



NATIONAL COIR RESEARCH & MANAGEMENT INSTITUTE (NCRMI)

(A Govt. of Kerala Undertaking)

NCRMI/LIB/BOOKS-002/17

28.11.2017

Quotation Notice

Quotations are invited from Library suppliers for the supply of books to the NCRMI (National Coir Research and Management Institute) Library. The quotations shall be superscribed "Quotations for the supply of books" and addressed to "The Director, National Coir Research and Management Institute, Near Doordarshan Kendra, Kudappanakunnu P.O, Trivandrum-695043. The last date of receipt of quotations will be 6.12.2017 at 3PM. The quotations will be opened at 3PM on 6.12.2017 in the presence of the bidders or their authorized representatives who may be present at the time. Late quotations will not be accepted.

Terms and Conditions

1. The bidders shall indicate the maximum percentage of discount for each publisher on the price fixed by the publisher.
2. Supplier should certify in the invoice/ bill that
 - a. The latest editions are supplied and these are not remainder titles.
 - b. The prices have been correctly charged in accordance with the publisher's/Importers/Distributor's invoices and Publishers catalogues.
 - c. Income tax permanent account no. (PAN) of the supplier.
3. The books should be supplied within the time frame
 - a. 30 days (maximum) - for Indian/Foreign titles (if available in India).
 - b. 60 days (maximum) - for foreign titles (if not available in India).
4. In case there is a delay that is foreseen in supply, the vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same.
5. The order placed is valid for 60 days.
6. The payment will be made only after successful supply of the order.

7. The Director, NCRMI's decision in all the matters of procurement of books shall be final and binding on all concerned.



**DIRECTOR
NCRMI**

