



(Indian Council of Agricultural Research)  
Central Arid Zone Research Institute  
Jodhpur (Rajasthan) 342 003

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F. No. 7(1)2017-18/Admn-IV/

Dated : 17.08.2021

**(Tender Document for inviting acceptance for supplying POL items on credit basis)**

To

M/s .....  
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**Subject :** Tender Enquiry/quotation for engaging the firms for supplying the POL items on credit basis – regd.

Dear Sirs,

I am directed to invite you to submit your acceptance in the format enclosed herewith (annexure – I) for supplying the P.O.L. items (normal diesel & petrol, etc.) on credit basis on the following terms and conditions:

- i. All the P.O.L. items (normal diesel & petrol, etc.) will be supplied by the firm at the rate fixed by the Govt. from time to time. Discount/Rebate, if any on the POL items may be mentioned by the supplier on submission of their offer/quotation.
- ii. The firm has to supply the Petrol, Diesel & Lubricants on production of slip duly signed & stamped by the authorized officer of ICAR-CAZRI as & when required.
- iii. No cash payment will be made for supply of POL items to the Institute. The payment will be made by the Institute through DD or Cheque or through electronic mode for the ordered supply POL items within 15 days from the date of receipt of credit bill(s) with a copy/list of approved rate(s) of Govt./Oil Companies for Jodhpur city for supplied P.O.L. items) from the firms for which the firm will produce the pre-receipted bill in duplicate fortnightly for arranging the payment.
- iv. The supplier shall execute a legal contract agreement on a non-judicial stamp paper of worth Rs. 500.00 (charges to be borne by the supplier) within 21 days of the issue of letter of acceptance.
- v. All disputes will be subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.

- vi. The Supplying Contracts shall be valid for the period of one year from the date of awarding the Contracts. The contract period may be extended for further period depending upon requirements with mutual consent/agreement. However the Director, ICAR-CAZRI reserves the right to reduce the period of Rate Contract/terminate/cancel the Rate Contract at any time (before expiry of Rate Contract) without assigning any reason thereof. The Supplying Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time. No guarantee can be given as to the minimum or actual services usage.
- vii. CAZRI reserves the right to conclude parallel supply Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements / nearest distance from the Institute etc.
- viii. ✓ Supply of the stores may be arranged from the ready stock and in any case it should be completed on immediately. If the supply is not completed as stipulated above, the purchase order will automatically stand cancelled and in that case this Institute reserves the right to procure stores from any other source without sending any intimation of cancellation of the order placed with you. Liquidated damage @0.5% of the value of the goods per week shall be charged in case there is delay in supply after stipulated dated and extension is granted by competent authority subject to a maximum of 10% of the contract value. However, justifiable requests for granting of extension of time to supply the stores may be entertained by the competent authority without any Liquidated damage at the discretion of Director.
- ix. The Director, ICAR - Central Arid Zone Research Institute, Jodhpur has right to terminate the contract at any time in case of breach of conditions stipulated herein in this agreement.
- x. The firm to whom award the contract will have to supply the P.O.L. etc. on credit basis at least for 15 days.
- xi. The firm who situated nearest distance from the Institute Work-shop and P.O.L. items to be supplied on credit basis will be given priority. In case both the conditions matches with the firms then the firm who offered higher rate of discounts on allied P.O.L. items will be preferred for award of contract.
- xii. The quotation may be sent to the office by courier/Regd. Post/speed post in sealed cover Super scribed with "quotation for supply of P.O.L." due date 24.08.2021 and the same must be reached to this office on or before 24.08.2021 at 3.00 p.m. failing which it will not be considered. The quotation should be dropped in the Tender Box placed in the Admn. IV Stores Section (with AAO, IV). The quotation will be opened on the very same day i.e. on 24.08.2021 at 3.30 p.m. in presence of representative of the firm, if they desire to attend.
2. The Director, ICAR - CAZRI reserves the right to accept or reject any or all tender without assigning any reasons thereof.

Yours faithfully,

Assistant Administrative Officer (S)  
for Director

**Format of acceptance to be submitted by the firms for supplying the P.O.L. items (normal diesel & petrol, etc.) on credit basis to ICAR-CAZRI, Jodhpur**

To

The Director,  
ICAR-Central Arid Zone Research  
Institute, Jodhpur (Rajasthan) 342 003.

**Subject:** Acceptance for supplying the P.O.L. items (normal diesel & petrol, etc.) on credit basis –

regd. Sir,

With reference to your tender notice no F. No. 7(1)2017-18/Admn-IV dated: 17.08.2021 (due on 24.08.2021 at 3.00 p.m.) on the subject cited above, we (the name of the firm- ) hereby submit our acceptance for supplying the P.O.L. items (normal diesel & petrol, etc.) on credit basis on the terms and conditions mentioned in the tender documents. Our offer is as follows :-

S.No.	particulars	Offered Discount , if any	Remarks
1.	P.O.L. (i.e. Petrol and Diesel)		
2.	Other allied P.O.L. items (i.e. Coolant, Engine oil, Brake oil, Grease and Jute etc.)		

Signature with seal \_\_\_\_\_

Name of the firm \_\_\_\_\_

**Note:** This acceptance should be submitted along with the copy of tender document after signing and seal each page of the same.