

GOVERNMENT OF UTTARAKHAND
Office of Executive Engineer (Procurement Officer-2)
SPMU, NHP, Irrigation Research Institute Roorkee-247667
E-mail: uttarkhandwrk@gmail.com, Website: www.iriroorkee.res.in

Quotation No. 03/PO-2/SPMU/NHP/2021-22, Dated 23.08.2021

Executive Engineer (Procurement Officer-2), SPMU, NHP, Irrigation Research Institute, Roorkee on behalf of "Governor of Uttarakhand" invites quotations for the following works.

S. No.	Name of work	Validity of Quotation	Period of completion
1	2	5	6
1	Supply and Installation of Lab furniture for GCMS in Water Quality Lab., Roorkee & Haldwani	45 Days	21 months

Key Dates

1	Date of calling	23.08.2021	-
2	Quotation submission end date	07.09.2021	02.30 PM
3	Date of opening of Quotation	07.09.2021	03.00 PM

For further details please log on to www.iriroorkee.res.in

Executive Engineer
(Procurement Officer-2)
SPMU, NHP

No. 122 /PO-2/SPMU/NHP/Quotation, of dated:

Copy is forwarded to the following for information and necessary action.

- 1- Superintending Engineer, Research Circle, Irrigation Research Institute, Roorkee.
- 2- Executive Engineer, Design Division, Irrigation Design Organisation, Roorkee.
- ✓ 3- Research Officer, Basic Research Unit, Irrigation Research Institute, Roorkee for uploading to the institute website www.iriroorkee.res.in.
- 4- Assistant Engineer, SPMU (NHP), Irrigation Research Institute, Roorkee.
- 5- Notice Board, Irrigation Research Institute, Roorkee.
- 6- Notice Board, Irrigation Design Organisation, Roorkee.
- 7- For office file.

40/23/8/21
Executive Engineer
(Procurement Officer-2)
SPMU, NHP

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ/Shopping Procedures
Quotation Notice
(Two-Envelope Bidding Process)

Purchaser: *Executive Engineer (Procurement Officer-1), SPMU, NHP, IRI, Roorkee*

Contract title: *Supply and Installation of Lab furniture for GCMS in Water Quality Lab., Roorkee & Haldwani*

RFQ No: 03/PO-1/SPMU/NHP/2021-22

Date: 23.08.2021

Loan No.: 8725-IN

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the National Hydrology project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. Office of the Executive Engineer (Procurement Officer-1), State Project Monitoring Unit, National Hydrology Project, Irrigation Research Institute, Roorkee invites offline quotations from eligible bidders for the following goods.

Sl. No.	Brief Description of the Goods	Unit & Quantity	Delivery Period	Place of Delivery
1	<i>Supply and Installation of Lab furniture for GCMS in Water Quality Lab., Roorkee & Haldwani under NHP</i>	2 No.	1 Months	Water Quality Lab. Roorkee & Haldwani

2. The Bidders may submit Quotations for all items mentioned above in table.
3. This quotation notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The quotation notice including the terms and conditions etc. can be downloaded free of cost from the website www.iri-roorkee.res.in.
4. Quotations, both Technical Part and Financial Part shall be submitted in the office of undersigned on or before 14.30 hours on 07.09.2021. Any modifications to received quotation will not be considered. The late submission of quotations will not be entertained. The 'Technical Part' of the Quotations will be opened on 07.09.2021 at 15.00 hours, Bidder can also be present during the opening of quotation in the office of undersigned.
6. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the 'Technical Part' of the Quotations will be opened on the next working day at the same time. The Financial Parts of the Quotations shall remain unopened until the subsequent opening, following the evaluation of the Technical Parts of the Quotations. Financial part of the quotation of technically successful bidders will only be opened. Date and time of opening of Financial Part of quotation will be notified to technically successful bidders via. electronic media.
7. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser via email or may visit the office of the Purchaser at the address given below.

Executive Engineer
 (Procurement Officer-1)
 State Project Monitoring Unit
 National Hydrology Project
 Irrigation Research Institute, Roorkee

RFQ No: 03/PO-1/SPMU/NHP/2021-22

Date: 23.08.2021

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the website www.iriroorkee.res.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions.
- 3. Documents:** The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted in separate envelope. Both sealed envelope will be placed in another envelope titled with the name of work and RFQ notice no.
- 4. The Technical Part of Quotation shall comprise the following:**
 - (a) Letter of Quotation – Technical Part;
 - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
 - (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed Format;
 - (f) Complete address and contact details of the Bidder having the following information:
 - Name of Firm
 - Address for communication
 - Telephone No(s): Office
 - Mobile No.
 - Facsimile (FAX) No.
 - Electronic Mail Identification (E-mail ID)
 - (g) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive
- 5. The Financial Part of Quotation shall comprise the following:**
 - (a) Letter of Quotation - Financial Part
 - (b) Price Schedule (using the Schedule uploaded with the RFQ document).
- 6. Quotation Prices**
 - a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission.

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- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
7. **Conformity of Goods:** The Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.
8. **Qualification of the Bidder:**
- (a) Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma.
 - (b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.
9. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.
10. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
11. **Quotation Submission:** The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed and submitted along with the Price Schedules that shall be furnished using the Forms available in RFQ document without any alterations. All blank spaces shall be filled in with the information requested.
12. **Opening and Evaluation of Technical Parts of Quotations:** The ‘Technical Part’ of the Quotations will be opened in the office of purchaser on the specified date and time. Bidder can also be present during the time of opening of Technical Part. The Financial Parts of the Quotations shall remain unopened, until the subsequent opening, following the evaluation of the Technical Parts of the Quotations.
- (a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser’s Requirement Form 1).
 - (b) Only Quotations that are both substantially responsive to the RFQ document and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotations.
 - (c) Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Part of Quotation failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.
 - (d) Simultaneously Purchaser shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the

Qualification Criteria that their Quotation has been evaluated as substantially responsive to the RFQ document and that their Financial Part of Quotation will be opened.

13. Opening and Evaluation of Financial Parts of Quotations: The 'Financial Part' of the Quotations will be opened on the specified date and time. Technically qualified Bidder can also be during the opening of Financial Part of Quotation.

- (a) The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
- (b) The Quotations would be evaluated for all the items together.
- (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

14. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- (c) 100% Payment shall be made immediately after delivery and successful testing & commissioning. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods as per technical specification.

15. Termination for Default: The Purchaser may, without prejudice to any other remedy for breach of condition of purchase order, by written notice of default sent to the Supplier, terminate the purchase order in whole or part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser pursuant to; or
- (b) if the Supplier fails to perform any other obligation(s) under the purchase order.

Quotation Forms

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Letter of Quotation–Financial Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part we make the following additional declarations:
 - (a) Our Quotation shall be valid for the period of 45 days from the deadline fixed for the Quotation submission;
 - (b) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation ***[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];***
 - (c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Quantity	Units	Unit price EXW [excluding GST] To be entered by the Bidder Rs. P	GST and other Taxes Amount Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes Rs. P	TOTAL AMOUNT In Words
1	Supply and Installation of Lab. Stand Away Table of size 3050X750X750 mm as per technical specification	No	1					
2	Supply and Installation of Lab. Stand Away Table of size 2400X750X750 mm as per technical specification	No	1					
3	Revolving Chair with arm rest as per technical specification	No	1					
	Total							

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT*

Proforma for Performance Statement (for a period of last 3 years)

RFQ No. _____

Date of opening _____

Time _____ Hours

Name of the Bidder _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery		Has the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of the Bidder _____

* This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

Purchaser's Requirement

1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

	Description of Item	Qty.	Unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period <i>[to be provided by the Bidder]</i>
1	Supply and Installation of Lab. Stand Away Table of size 3050X750X750 mm as per technical specification	1	No	Water Quality Lab. Roorkee	15 days	15 days
2	Supply and Installation of Lab. Stand Away Table of size 2400X750X750 mm as per technical specification	1	No	Water Quality Lab. Haldwani	15 days	15 days
3	Revolving Chair with arm rest as per technical specification	1	No	Water Quality Lab. Haldwani	15 days	15 days

Note:

1. All details should be filled in by Purchaser except for Colum 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

Technical Specification

Item No. 1: Lab. Stands Away Table of size 3050X750X750 mm.

1	<p>Supply and Installation of Lab. stand away Table of size 3050X750X750 mm with under bench cabinet including following accessories:-</p> <ol style="list-style-type: none"> 1. Main Table of size 1200X750X750 mm- 1 no. 2. Add on Table-1 of size 1200X750X750 mm- 1 no. 3. Add on Table-2 of size 450X750X750 mm -1 no. 4. Under Bench Cabinet 600W-450D-506H with two shutter and one drawer -2 no. 5. Under Bench Cabinet of size 450W-450D-506H with one shutter and one drawer -1 no. 6. Leg Space Panel Set of size 600W-750H- 2 no. 7. Rear Side Panel Set 750D-750H- 2 no. 8. Table Mounted Trunking- 3 no. 9. Jet Black Granite of thickness 20 (±2) mm as required. 10. Silicon Sealant – 1 no. 11. Masking Tape as required 12. Neoprene Strip 30 mm Wide & 6 mm Thick as required 13. Glue for Neoprene Mat. as required 14. 16A, 1 Way Switch - 6 no. 15. 6/16A, 6 Pin Shutter Socket - 6 no.
2.	Warranty: 1 year
3.	Certification: SEFA 10, ISO 9001:2015, ISO 14001:2015 certified, OHSAS 18001:2007, ISO 45001: 2018, Green guard certification, Aiota, IGBC founding membership certificate issued by CII
4.	<p>Others:</p> <p>Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.</p> <p>BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.</p>

Item No. 2: Lab. Stands Away Table of size 2400X750X750 mm.

1.	<p>Supply and Installation of Lab. stand away Table of size 2400X750X750 mm with under bench cabinet including following accessories:-</p> <ol style="list-style-type: none"> 1. Main Table of size 1200X750X750 mm- 1 no. 2. Add on Table-1 of size 1200X750X750 mm- 1 no. 3. Under Bench Cabinet 600W-450D-506H with two shutter and one drawer -2 no. 4. Leg Space Panel Set of size 600W-750H- 2 no. 5. Rear Side Panel Set 750D-750H- 2 no. 6. Table Mounted Trunking- 2 no. 7. Jet Black Granite of thickness 20 (±2) mm as required. 8. Silicon Sealant – 1 no. 9. Masking Tape as required 10. Neoprene Strip 30 mm Wide & 6 mm Thick as required 11. Glue for Neoprene Mat. as required 12. 16A, 1 Way Switch - 4 no. 13. 6/16A, 6 Pin Shutter Socket - 4 no.
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2.	Warranty: 1 year
3.	Certification: SEFA 10, ISO 9001:2015, ISO 14001:2015 certified, OHSAS 18001:2007, ISO 45001: 2018, Green guard certification, Aiota, IGBC founding membership certificate issued by CII
4.	Others: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre. BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

Item No. 3: Revolving Chair with arm rest

S. No.	Description	Required Specification and standers as per bidding document
1	MATERIAL	
	Pedestal Base	Aluminium Die Cast with ABS/Nylon Twin Caster Wheels Minimum 5 Nos, of 50 mm Size
	Arm Material	aluminium covered with pu
	seat material	PU Foam covered with Fabric
	Density of PU foam used in seat Kg/m ³	45 ± 3 Kg/m ³
	Material of Fabric Back Cover / Material for Backrest	Innner frame Upholstered with Mesh fabric and mounted on main assembly
	Material of Fabric of Seat Cover	100% polyester fabric
	GSM/Thickness of fabric	250 (±5%) gms/m ²
2	GENERAL	
	Chair Type	Advance Bio Synchronic
	Tilt Tension Adjustment	Yes
	Height Adjustment	up to 100 mm
	Arm	Yes
	Type of backrest support	Backrest with adjustable lumber support
	Arm Type	Adjustable
	Colour of Fabric for Seat and Backrest	Black
	Ergonomic Seat Design	Yes
	Back type	Push Back
	Backrest is made of two pcs injection moulded frame	Backrest is made of one piece injection moulded frame
	Seat type	Sliding
	Seat is curved	Yes
	Locking mechanism	Yes
	Type of locking	5-Position Locking
	Number of arm movement	4 (up & down end left & right)
	Lumber support	Integrated
3	DIMENSION	
	Overall Chair Height	950 ±15 mm
	Backrest Height	600 ±15 mm
	Backrest Width	440 ±10 mm
	Seat Height	450 ±15 mm
	Seat Width	500 ±10 mm
	Seat Depth	500 ±10 mm
	Thickness of MS Plate Joining the under structure with Seat	2 mm
	Padestal Size (Diameter in mm)	650 ±10 mm
	Thickness of Polyurethane Foam Used in Seat	50 ±2 mm
4	WARANTEE	1-Year

5	MANUFACTURER CERTIFICATION	BIFMA Level-2 Certification, ISO 9001:2015, ISO 14001:2015 certified, OHSAS 18001:2007, ISO 45001: 2018, Green guard certification, Aiota, IGBC founding membership certificate issued by CII
6	Other	Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre. BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

ATTACHMENT

OFFICE OF
.....

PURCHASE/SUPPLY ORDER

To:

M/s

.....
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.....
.....

Dear Sirs,

Sub: Supply of
.....

Ref: Request for Quotation no..... dated

1. Your quotation no.....of(Date) for the supply of **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period:days from the date of issue of this supply order.
3. Place of delivery
4. Consignee Address:
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.

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6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
 7. Payment shall be made on delivery or within 7 days of delivery; and acceptance of the goods/equipment.
 8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation:.....

Modify as appropriate for individual cases