

CANARA ROBECO

CANARA ROBECO ASSET MANAGEMENT COMPANY LTD

Office Services Department, 4th Floor, Construction House,
5, W. H. Marg, Ballard Estate, Mumbai -400 001
Ph: 022-66585071, 022- 66585000 FAX : 022 – 66585012

TENDER TERMS & CONDITIONS FOR SUPPLY & DELIVERY OF GOODS

Ref: **Tender No. 002/25-07-2018**

(Selected tenderer will be hereinafter referred to as the “Tenderer” or “Supplier” or “Vendor”)

1. All material/goods should be as per the specifications and the quantity mentioned in Bill of Material (“BOM”) and the Bill of Quantities (“BOQ”).
2. Tender document should reach us by 31st July 2018 in a sealed envelope, super scribed with above Tender Reference Number.
3. Interested parties are advised to download and read the “Tender Form” along with the detailed “Terms & Conditions” (including the information in Annexure 1) from our website <http://canararobeco.com/forms-downloads/pages/tender.aspx> or collect from Ms. Aynal Khan (Tel. 022- 66585000) between 2.00 pm & 5.00 pm from Monday to Friday at our office premises at the above address. Interested party should share their email ID on **officeservice@canararobeco.com** for receiving BOQ.
4. Interested vendor can visit our office for discussion regarding product on 26th and 27th July 2018, between 2.00 pm to 5.00 pm with prior appointment (Contact: 022-66585071 or send email to **officeservice@canararobeco.com**).
5. Last date for submission of Tender Form along with duly signed “Terms & Conditions”: 31st July 2018, with BOM and transportation charges.
6. Once the Tender is submitted, it shall remain valid till the Tender Opening Date (“Validity period”). The Tender shall not be withdrawn or revised upwards by the Tenderer during the validity period. This last date for submission of Tender Form/s may be extended by the Company prior to the expiry of the validity period, if required.
7. The Company reserves its right to terminate the entire tender process without assigning any reasons whatsoever or seek revised Tenders by fixing up a fresh validity period.
8. Received Tenders will be opened on 1st August 2018 at 3.00 PM (or on the notified extended date) at the above office premises. Authorized dealers & B2B sellers are invited to remain present at the time of opening the Tenders. A separate intimation along with Work Order (“WO”) will be sent separately to the tenderer whose Tender is accepted. The shortlisting and selection would be on “L1” basis.
9. The supplier shall ensure absolute security, confidentiality and undertake to complete the WO within the prescribed time limit to the satisfaction of the Company. Proof of

Delivery along with acknowledgement or e-mail confirmation from the recipient will be needed along with invoice/s to reckon completion of the WO.

10. The dispatch/delivery performance will be reviewed on weekly basis till the entire material/ goods are finally delivered and acknowledged by the intended recipients. The supplier shall send report on the status of dispatch/delivery every weekend.
11. Any material/ goods lost or misplaced during transit shall be the sole responsibility of the supplier. The supplier shall take suitable Insurance for all the deliverable items before the dispatch.
12. Selected Vendor shall deposit interest free security deposit equivalent to 10% of the total Tender Value via Demand Draft/Pay Order favouring Canara Robeco AMC Ltd or RTGS/NEFT.
13. Product cost will be exclusive of GST and transportation charges for each product should be shared separately. Dispatch need to be done PAN India, location for same will be shared by **27th July 2018**.
14. 80% of the security deposit would be refunded to the supplier within 7 (seven) working days after completion of delivery of all the items listed in BOQ. Balance 20% would be refunded 3 months thereafter.
15. Payment terms of the Tender Amount:
 - a) 40% along with WO towards mobilization Amount
 - b) 20% after completion of 40% of Delivery
 - c) 20% after completion of 75% of Delivery
 - d) 20% after completion of 100% of delivery of all the items listed in BOQ & submission of final invoice.
11. The payment will be made against valid invoice duly supported by the documents showing delivery of goods (POD along with acknowledgement or e-mail confirmation of recipient). The payment shall be subject to deduction of applicable taxes.

We hereby acknowledge acceptance of the above terms & conditions.

For and on behalf of M/s. _____

(seal/stamp of the firm)

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(Name & Designation of the person signing)

Place :

Date :