To,

Mahoday/Sir/s,

विषय / Sub Quotation for Purchase of 20 MT of FYM - Reg.

I am to inform that this office is interested to purchase 20 MT of Farm Yard Manure with the following specifications, terms and conditions.

**SPECIFICATIONS:**

1. The Farm Yard Manure should be properly Decomposed cow dung, free from pebbles, mud sand and plastic materials and undecomposed straw etc.
2. The FYM should have minimum 0.4% Nitrogen and not more than 25% moisture. If supplied FYM found to have less than 0.4% Nitrogen and more than 25% moisture, the FYM will not be accepted.
3. The Rate should include transportation to destination, loading & unloading and the FYM should be supplied to the O/o the Scientist-D & Head, RSRS, Salem.

**TERMS & CONDITION OF PURCHASE:**

1) The Farm Yard Manure to be supplied sample of FYM should be got approve before effecting supply.
2) The sealed quotation duly superscribed “Supply of FYM” should be submitted to this office on or before the last date on 13-07-2020 at 2.00 P.M.
3) The weightment slip for each trip should be furnished to this office before unloading.
4) The FYM should be supplied on any working day between 9.30 A.M. to 5.00 P.M
5) The FYM should be supplied within 20 days from the date of receipt of Supply order in conformity with above specifications failing which the supply order will be cancelled and the supplier should take back the entire quantity supplied at his own cost.
6) The quotation will be opened on 13-07-2020 at 3.30 P.M. in the presence of the authorized representative of the parties who wish to be present, in case the quotation opening date is declared as closed holiday, the same will be opened on the next working day at the same specified time.
7) The Quotations should accompany pay order / demand drafts for 2% of estimated cost in favour of the Director, CSRITI, Salem as Earnest Money Deposit for the supply of the items which will be refunded immediately to the parties whose rates are not accepted. In case of the party whose rates are accepted the amount of EMD shall be refunded only after satisfactory execution of purchase order. The EMD amount will not bear any interest.
8) The rates should be valid for 120 days from the date of submission of the quotation.
9) The FYM should be supplied within the stipulated period failing which penalty @ 1% of the total value will be charged per week or part thereof till completion of supply.
10) Full payment will be made only after satisfactory completion of supply in conformity with the specification and upon submission of the bill in duplicate.
11) The undersigned reserved the rights to accept in part of full any quotation without assigning any reason.

Yours faithfully,

[Signature]

Scientist-D & Head