

**Annexure-V**

**GENERAL CONDITIONS of SUPPLY**

1. Director, Supplies and Disposals, Haryana reserves the rights to increase or decrease the quantity at any stage.
2. Name, designation and authentication of the person who signs the bid and who shall have further correspondence in this case, should be indicated in the technical bid.
3. Only Manufacturers or their distributors/agents/stockiests/authorized dealers (as applicable) are entitled to submit their online tenders. The manufacturers should send documentary proof regarding the manufacturing of the quoted item/s. Offers from firms other than the manufacturers, should be supported with the authority letter from the manufacturers authorizing them to submit bid & standing guarantee for the satisfactory execution of supply order/rate contract alongwith proof of manufacturing firm to be actually a manufacturer of the quoted item/s failing which offers are liable to be ignored.
4. **PAST PERFORMANCE:-** The tenderers may furnish particulars of supplies of similar stores made by them in the past to various State Govt./Director General, Supplies & Disposals, New Delhi/any other Government Institution in the country.
5. The tendering firm may enclose with the offer latest copy of notification regarding the applicability of taxes/duties for the items for which they are quoting rates. It is also made clear that in case, the tendering firm fails to send the notification alongwith the offer, then their offer may be ignored. The tendering firms should also send notification, if revised, during the course of finalization of purchase.
6. Samples, if asked for in the Schedule 'A', are to be deposited with the Sample Assistant in SCO No. 37 (Basement ) Sector-11, Panchkula or location as notified by the competent authority before due date and time of opening of tenders.
7. Test reports, if asked for in the Schedule 'A', are to be furnished by the tenderer complete in all respect alongwith the bid. Incomplete test reports shall be rejected. It will be the responsibility of the tender to submit test reports complete in all respect.

**SUPPLIES & DISPOSALS DEPARTMENT, HARYANA**  
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8. Offers not received with e-Service Fee, Tender Fee & Earnest Money will not be considered.
9. In cases relating to purchase of machinery, the tenderer should mention the guarantee/warranty period in their offers.
10. The tenderers should send printed leaflet/literature of the quoted item alongwith their offer (if demanded in Schedule 'A').
11. All cuttings/over writings in the tender should be attested by the tenderer under his/her signature and date.
12. Successful tenderers shall also have to deposit the security as per rules. In case, the supply is not made as per terms and conditions of the supply order/rate contract or any default is committed, the security shall stand forfeited.
13. The Earnest Money submitted by the tenderers along-with offers will be forfeited to Government Account if they fail to deposit the requisite amount of security within 10 days from the date of issue of communication regarding acceptance or sign the agreement contract on the terms containing in the invitation of tender/quotation and conditions of the contract etc. or if they withdraw their offer after the acceptance has been conveyed within validity period of their offer. Earnest money of the tenderers will also be forfeited to Government account if they withdraw their offer/rates or modify the condition of their offer during the validity period which is adverse to business ethics.
14. In case of Rate Contract, the successful tenderer is required to send the agreement in duplicate, as per the condition of the contract, within 20 days from the date of issue of acceptance/ detailed Rate Contract by the Director, Supplies & Disposals, Haryana and a copy of the same shall be returned to the tenderer duly executed on behalf of Governor of Haryana, by this office. Second copy will be retained in this office for record.
15. **FALL CLAUSE:-** The price quoted in the tender/quotation or approved in the Rate Contract for the stores shall not exceed in any way the lowest price at which the tenderer quote for the supply the stores of identical description to DGS&D, New Delhi. State Government Institutions/Undertakings/any other person during the delivery period/currency period of the rate contract. If, at any time during the delivery period/currency period, the successful tenderer reduces the rates/sale price of the quoted stores to any person at the price lower than the price chargeable under the supply order/ rate contract, the tenderers should forthwith notify such reduction and inform this office and the price payable under the supply order/contract for the stores supplied after the date of coming into force of such reduction of the rates shall stand correspondingly reduced to that level. The successful tenderers shall promptly notify the reduction of rates to this office as well as to the concerned Indenting Officer/ Consignees. The tenderer shall also give a certificate on their bills that the rates charged by them are not in any way higher to those quoted by them to the DGS&D, New Delhi and other

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State Government etc., during the corresponding period. The Indenting Officer shall be required to ensure that requisite certificate is given by the concerned firm on the bills before releasing their payments.

16. Offers Without Earnest Money, Tender Fee, e-Service Fee Proof Of Manufacturing Of Quoted Item/s, Authority Letter From Manufacturer (In Case Of Distributor/Agent/Stockiest/Dealer), ISI Licence, Drug Licence, ISO Certificate, wherever asked for, are liable to be summarily rejected.
17. All documents to be submitted by the firms should be duly attested by gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.
18. In case of disposals, Earnest Money is required @ 10% of the rate quoted by the tenderers rounded of the nearest of Rs. 1000/- or Rs. 500/- (whichever is higher)

Additional Director,  
Supplies & Disposals, Haryana  
For & on behalf of Governor of Haryana