

Department of Biosciences & Bioengineering
IIT Bombay
Powai, Mumbai-400076.

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kadamdh@iitb.ac.in

Enquiry No.

Date:

To
M/S

Sub:Enquiry for stores

Dear Sir/Madam,

You are requested to submit quotation in the enclosed Proforma under the terms & conditions mentioned below:

1. Quotations exclusively submitted in the enclosed proforma will only be considered. However it should be sent along with a covering letter. Please attach the product catalogue if possible.
2. Rates must be in units specified otherwise quotations will be ignored.
3. If any of the stores mentioned are already under DGS&D rate contract, you are requested to give us the advantage of contract rates as ours is an educational & research Institution sponsored by the Government of India.
4. As per Government Notification No. 10/97-CE dt. 01.03.1997, IIT is exempted from payment of excise duty. We shall provide all the documents under this notification to enable to clear the goods without payment of Excise duty, whenever required. Please state clearly that Certificate is required.
5. Quotations for imported items on forward delivery basis against our Import Licence should be on the basis of F.O.B. International airport of the country of origin.
6. Locally made items should be supplied on the basis of free delivery at IIT campus. Items manufactured outside Mumbai should be supplied on the basis of F.O.R. Mumbai.
7. In the case of items quoted having specifications different than those mentioned in the enclosed tender forma, kindly submit the information and the prices in the same format but on additional sheet.
8. The quotation enclosed must be in sealed cover & should be reached the undersigned by
9. Tender should be dropped to Department of Biosciences & Bioengineering, IIT Bombay, Powai, Mumbai. Please be sent in a sealed cover superscripted with our inquiry no. & due date.
10. The tender should reach within the due date to the department, if it is not possible then should inform.

Yours faithfully,

Prof.