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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING  
I.I.T., MADRAS - 600 036.

Ref No. : CSEN / 2013 / 006 / PROJ / SPLX

Dated : 10.01.14

To

DUE DATE

24-01-14

Quotations to be addressed to :

**STORES OFFICE**

Department of

**Computer Science & Engg.**

IIT Madras, Chennai-600 036.

Dear Sirs,

1. Quotation are invited **in duplicate** for the various items shown over leaf / enclosed list.
2. The quotations duly sealed and superscribed on the envelope with the reference No. & due date should be addressed to the above name so as to reach him **on or before the due date** STIPULATED above.
3. The Quotation should be valid for **sixty days** from the due date and the period of delivery required should also be clearly indicated.
4. If the item is under DGS & D Rate Contract, the Rate Contract No. and price - accompanied by copy of the R.C. must be mentioned. It may also please be indicated whether the supply can be made direct to us at the Rate Contract price (Please note that we are not Direct Demanding Officers).
5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the quotations, wherever applicable. Samples if called for, submitted free of charges, and collected back at the suppliers expenses.
6. **Local Firms** :- Quotations should be for free delivery to this Institute. If Quotations are for Ex-Godown, delivery charges should be indicated separately.
7. **Firms outside Madras** : Quotations should be for F.O.R. Madras. If F.O.R. Consignor station. Freight charges by passenger Train/Lorry transport must be indicated. If Ex-Godown, packing, Forwarding and Freight charges must be indicated.
8. The rate of Sales/General Taxes and the percentages of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quote. Where this is not done, no claim for Sales / General Taxes will be admitted at any later stage and on any ground whatever. The taxes leviable should take into consideration run with no profit motive, and which necessary concessional Sales Tax Certificate would be issued at the time of passing the bill.
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. **PAYMENT** :- Every attempt will be made to make payment within thirty days from the date of receipt of bill / acceptance of goods whichever is earlier.
12. **SPEC, DETAILS ARE ENCLOSED.**

Yours faithfully,

*[Handwritten Signature]*

HEAD OF THE DEPT. / PROJ. CO-ORDINATOR

\* Strike out whichever is not applicable.