



CENTRAL WORKSHOP

Indian Institute of Technology Madras

Chennai - 36

Form for Inviting Quotations

To

Date: 31-07-2012

Ref. No.: CWS/2012-13/ENQ/08

Dear Sirs,

DUE DATE: 10-08-2012

1. Quotations are invited in duplicate for the various items shown below / overleaf / Enclosed list.
2. The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
3. **The Quotations should be valid for sixty days from the due date and the period of delivery required, warranty terms, maintenance check list, AMC etc. should also be clearly indicated.**
4. If the item is under DGS&D Rate contract No. and the price 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). If so please send copy of the RC.
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 should be submitted free of charges, and collected back at the supplier's expenses.
6. Local Firms : Quotations should be for free delivery to this Institute. If Quotations 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 percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done, no claim for Sales / General Taxes will be admitted at any stage and on any ground whatsoever The taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non Government Educational Institutions run with no profit motive for which a concession. Sales Tax Certificate will be issued at the time of final settlement of 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 30 days from the date of receipt of bill / acceptance of goods, whichever is later

Yours faithfully,

The Professor in-charge, Central Workshop, IIT Madras

N. S. S.
30/2
Professor Incharge
CENTRAL WORKSHOP
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI - 600 036.

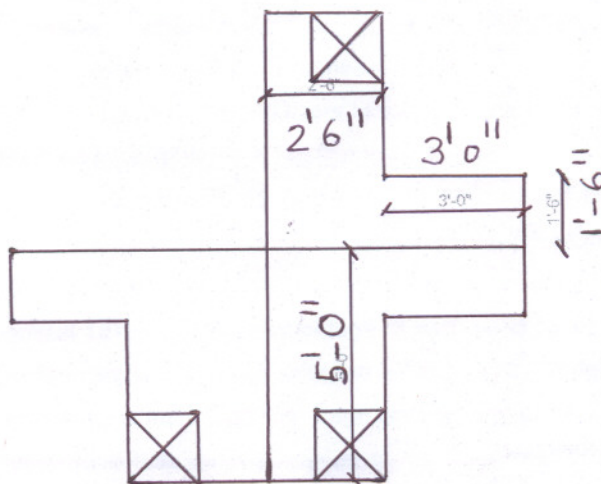
ANNEXURE

Ref. No.: CWS/2012-13/ENQ/08

Date: 31-07-2012

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Sl. No.	Particulars	Quantity
1.	MODULAR WORKSTATION THREE SEATER SET with the following: <ul style="list-style-type: none"> • L' shaped main table of size: 5' x 2 ½', side table 3' x 1 ½', made of 75 mm powder coated aluminium channels. • Top made of 25mm pre-laminated board. • Above the top, 1 ½' H marker board / magnetic board. • Pedestal unit with one drawer and one cup board. • Keyboard tray and CPU trolley. • 9 mm pre-laminated board on both sides of aluminium channels • Necessary electrical detachable raceway below table top level. 	ONE SET



Note: 1. The Quotations should be valid for sixty days from the due date and the period of delivery, warranty terms etc. should also be clearly indicated.

2. Installation should be done by the supplier.

The sealed quotation to be sent to

The Professor in-charge,
 Central Workshop building,
 IIT Madras,
 Chennai-600036.

N. S. S. S.
 Professor Incharge 30/7
 CENTRAL WORKSHOP
 INDIAN INSTITUTE OF TECHNOLOGY MADRAS
 CHENNAI - 600 036.