

Tele fax : 044-2257 8281

**Transportation Engineering Division**

**DEPARTMENT OF CIVIL ENGINEERING**

**IIT Madras, Chennai 600 036**

Ref. No

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| CIE | TRN | 2015 | Enq | KIOSK | SPLX |

 Dated: 18.03.2015

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| **DUE DATE: 06.04.2015** |

Dear Sirs,

1. Quotations are invited in duplicatefor supply of 4 Nos. Information Kiosks as per specifications **attached.**
2. The Quotations duly sealed and supersribed with reference No. & due date, and addressed to the **undersigned** so as to reach him on **before the due date** stipulated above.
3. The Quotation should be valid for **90 days** from thedue 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.
7. **Firms outside Madras:** Quotations should be 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 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, for 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 acceptance of goods after testing.

 Yours faithfully,

s/d

 Project Coordinator Transportation Engineering Division (BSB 238 B)

 DEPARTMENT OF CIVIL ENGINEERING, IIT MADRAS, Chennai – 600 036