



Telephone : 044-22575705

Indian Institute of Technology Madras
I.I.T.P.O., MADRAS-600 036
DEPARTMENT OF MECHANICAL ENGINEERING
Manufacturing Engineering section

Date: 13.7.15

Ref.No.

MEE

145 SPX4 2015-16/Dr. SKP.

To,

List of Companies
Enclosed.

DUE DATE: 4.8.15

Dear Sirs,

1. Quotations are invited in duplicate for the various items shown below / overleaf / Enclosed list.
2. The Quotations duly sealed and superscripted 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 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-Go down 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-Go down, packing, forwarding and Freight charges must be indicated.
8. The rate of sales / General Taxes and the percentage of such other taxes legally livable 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 livable 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,

Head of the Department

MECHANICAL ENGINEERING
I.I.T., MADRAS - 600 036

*Strike out whichever is not applicable