



DEPARTMENT OF ELECTRICAL ENGINEERING
Indian Institute of Technology Madras, Chennai-36, India

Dr. V. Jagadeesh Kumar
Professor

Chennai-36
13.01.2016

Dear Sir

Ref: ELE/HOD/ENQY/FNG

Due Date: 27/01/2016, 3PM.

Item: Function Generator

Quantity Required: 75 units

Dear Sir/ Madam,

1. Quotations are invited in duplicate for the various items shown below.

Function Generator

Quantity Required: 75 units

Specification:

Dual channel, 1 μ Hz - 25 MHz sine wave with 14 bit resolution, Amplitude range 2mV_{p-p} to 20 mV_{p-p} for high impedance load. Should have 5 years warranty, Should be manufactured by original company and not by OEM vendor. Warranty for minimum of five years. Service and warranty support should be only in South India. Service centre(s) should have been operational for a period of at least 2 years.

2. The quotations are to be **two parts – one Technical Offer and one Commercial offer**:
The two parts of the offer are to be clearly marked on the envelopes. The two parts of the offer in separate envelopes must be enclosed in the one bigger envelope duly sealed and super scribed with reference number and date and due date must be addressed to the undersigned so as to reach him on or before the due date stipulated above. The performance bank guarantee (nationalized bank with branches at Chennai) at the equivalent of total value of the tender covering the warranty period should be mentioned along with the tender. Also if any parts defective within the period of warranty of 60 months the company has to take the responsibility for replacing the same at free of cost.
3. Quotation should be valid for 60 days from the date and period of delivery be indicated.
4. Local firms to quote for free delivery to this Institute. If quoted for Ex – Godown delivery charges be indicated separately.
5. Firms outside Chennai: Quotations should be for F.O.R Chennai / F.O.B. Chennai / CIF Chennai (Including Insurance and Freight Charges). If Ex-Works, Packing, forwarding and freight charges must be indicated.
6. Relevant Literature pertaining to the items quoted with full specifications.

7. Sales Tax/General Taxes /ED if applicable and such other taxes legally leviable and intended to be claimed should be distinctly shown along with price quoted. If this is not indicated no such claim will be admitted at any stage. 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 is given. Sales Tax certificate will be issued at the time of final settlement of the bill.
8. Goods should be supplied carriage paid and insured.
9. Goods shall not be supplied without an official supply order.
10. Every short effort will be made to make payment within 30 days from the date of bill/acceptance of goods whichever is later.
11. The Warranty of the item should be at least 60 months.
12. The Guarantee period of the item may be indicated clearly.
13. In case of LC. Payment 90% of the payment will be made after completion of the supply. The balance 10 % of the payment will be made after satisfactory installation of the equipment.
14. IIT Madras is exempt for payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand. IIT Madras will make necessary arrangements for the clearance of imported goods at the Airport /Seaport. Hence the price should not include the above charges.
15. **Acceptance and Rejection:-** IITM has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

The sealed Quotation should reach before 27th January 2016, 3PM, to the address below:

The Head,
Department of Electrical Engineering
IIT Madras, Chennai – 600 036
Attention: S. Aniruddhan

Sincerely yours


(**V. Jagadeesh Kumar**)