

- (iv) **Prices:-** The price should be quoted in nett per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of tax & duties should be clearly indicated.

The price should be quoted without custom duty and excise duty, since I.I.T. Madras is exempt from payment of excise duty, and the custom duty will be paid at concessional rate against duty exemption certificate.

In case of import supply, the price should be quoted on FOB and CIF basis indicating the mode of shipment.

- (v) **Agency Commission:-** Agency commission, if any, will be paid to the Indian agents in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances. The details should be explicitly shown in Tender even in the case of 'Nil' commission. The tenderer should indicate the percentage of agency commission to be paid to the Indian agent.
- (vi) **Terms of Delivery:-** The item should be supplied to our destination in case of local supply. In case of import supply, the item should be shipped only to Chennai Airport. The Installation/Commissioning should be completed as specified in our important conditions.

Yours faithfully,



N.E. Nagaraj
Special Officer (Project Purchase)
IC&SR, I.I.T. Madras.