



Indian Institute of Technology Madras
DEPARTMENT OF OCEAN ENGINEERING
I.I.T.P.O., Madras - 600036

Dr Abdus Samad
Department of Ocean Engineering

Form for Inviting Quotations

Refe.No. OED/2017/006/Abdussamad

Date: 19/10/2017

Due Date: 30/10/2017

Dear Sirs,

1. Quotations are invited for the item as per the enclosed specifications.
2. The quotations duly sealed and super scribed on the envelope with 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. Quotations should be valid for **60 days from the due date and period of delivery required, warranty terms etc. should also be clearly indicated.** A minimum of one year warranty is required from the date of commissioning.
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 / machine/ equipment if called for should be submitted / demonstrated at free of charges, and collected back at the supplier's expenses. Compliancy certificate is to be provided indicating conformity to the technical specifications.
6. Local Firms: Quotation should be for free delivery to this Institute. If quotations for Ex-Godown delivery charges be indicated separately.
7. Firms Outside Chennai: 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. The Guarantee period of the item may be indicated clearly.
12. 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

Details as per enclosed list.

Note: Firms are requested to submit the specifications of their product along with supporting technical documentation/broucher instead of reproducing the specifications sent by us.

डॉ. अब्दुस समद
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