INDIAN INSTITUTE OF TECHNOLOGY

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY CELL (SRIC)**

KHARAGPUR- 721302

Enquiry No: IIT/SRIC/ Dated:

Last date for

Submission:

TIME and OPENING DATE:

To

Dear Sir,

We intend to purchase the commodities specified below and invite quotation in accordance with the terms and condition. If you are interested kindly send your offer in precise and complete terms within the time mentioned above.

Yours faithfully,

(Chairman, Dept. Purchase committee / PI of the Project)

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. | Description | Unit | Quantity |
|  |  |  |  |

**TERMS AND CONDTIONS FOR SUBMISSION OF QUOTTION FOR SUPPLY OF STORES**

1. Payment terms: 100% payment shall be made to you after receipt of the stores in good order & conditions and successful installation & commissioning and thereafter certification of your final bill by the concerned Principal Investigator.

2. Warranty Term: One Year (Minimum)

3. Delivery Period: 30 Days

4. Name of the Company with full address in details to whom purchase order is to be placed.

5. Packing & Forwarding Charges: Please mention if any.

6. Freight & Insurance Charges: Please mention if any.

7. GST/IGST Charges: 5% against Exemption Certificate on each item or may vary depending on the item or if the job/work is related with services.

GSTIN Regn. No. & PAN No. and Bank Details are required to be mentioned in Quotation.

8. No Hidden Charges are allowed.