

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
DEPARTMENT OF CHEMISTRY
ROORKEE-247667 (UTTARAKHAND)
ENQUIRY FORM

No CY/ 6480 /
Dear Sir,

Dated: 10 February, 2010.

Quotations are invited for purchase of item(s) as shown on reverse and / or as per list attached. The last date and time of receipt of quotations are **25.02.10** at **3.00 PM**

Quotation will be opened on **25.02.10 at 4.00 PM**

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where possible, should be duly supported with catalogues. Pamphlets, literature of samples of the item/items as the case may be for comparing the quality and rates of the item(s). The following instructions should be strictly observed for submitting the quotations failing which the quotations shall liable to be rejected.

1. The quotations should be submitted in duplicate and on printed pad preferably with sales tax number of the firm. The duplicate copy of the quotation must bear original signature and it will be kept safely in the custody of concerned Head of the Deptt./Centre/Office for any type of comparison in future.
2. The quotations should be submitted to the under signed in sealed envelope duly marked "**quotations against enquiry ----- Dated ----- due on-----**" on the corner of the envelope.
3. Quotation received after the closing date may not be considered.
4. The rates quoted should include transportation costs upto I.I.T., Roorkee clearly mentioning the percentage /rate of sales tax or all other taxes and duties inclusive and rates should be valid for at least three month from the date of opening of quotation.
5. This purchase being for research purpose, the I.I.T., Roorkee is exempted from the payment of custom / excise duty. The firms should quote accordingly.
6. The rates must be quoted both in figures and words and over-writing should be avoided, however, all cutting/corrections must be duly authenticated.
7. While sending rates, the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letters against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.
8. The quotations should preferably be given for the items in the same orders in the enquiry letter.
9. The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Department shall have the right to accept or reject any quantity of goods ordered.
10. If the supplier/firm is manufacturer/authorized dealer/sole distributor/of any item, the certificate to this effect should be attached.
11. Normally, payment will be made on receipt of material and check with regard to quality and quantity of the material supplied and on submission of pre-receipted bill by the firm.
12. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing order.
13. The Department reserves the right to reject any quotation wholly or partly without assigning any reason.

P.T.O.

	Name of the Equipment	Specifications	Qty
1.	Refrigerated Centrifuge (Table Top)	1. Microprocessor controller for speed, time, temperature and gravitational field 2. Programmable spinning, Pre-Temperature programme 3. Temperature range: -20°C to +40°C, CFC free refrigeration 4. RPM and Temperature Digital Display 5. Run Time: 0 to 9 hours 59 minutes 6. Stainless steel bowl with Fixed rotor: 10 x 10 mL of speed of 15000 RPM and RCF of minimum 19000x g, accuracy of 10 RPM 7. Stainless steel chamber with Fixed rotor: 24 x 1.5 mL with a speed 15500 RPM and RCF of above 22000x g, accuracy of 10 RPM 8. Noise Level should be less than 63 dB 9. Safety Lid, 230V, 50/60 Hz operation 10. Should be ISO9000 certified or above 11. Warranty of 1 year minimum Optional: rotor of 6 x 50 mL of 10000 RPM and RCF of about 12000x g	1 No.

Note:

1. Firms should quote the prices for the accessories failing which their quotation will be rejected.
2. Firms should invariably specify the specifications of their product in the same order as given above.
3. Firms should submit the compliance performance in the same order along with the supporting printed catalogue/leaflet of the manufacturer failing which their quotation will be rejected.

Yours faithfully

Head of the Department

Copy to:

1. O.C. Purchase for his information and necessary action.
2. Central Purchase Officer, I.I.T., Roorkee for information.
3. Notice Boards of the Deptt./Department.
4. HOD ISC for displaying on I.I.T. website.

Head of the Department