

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

No. CY/ AK/09-10/6663

Dated: Feb. 18, 2010.

Dear Sir,

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 09-03-2010 at 11.00A.M.

Quotation will be opened on 09-03-2010 at 11.30 A.M.

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, 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 NoDated 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.

Sl. No	Name of Item	Specifications	Qty
1.	Ultrasonic Cleaner With holder for Test-tubes (30 ml) and Conical flasks and Round bottom flask (250ml).	Specifications: Tank Cap. : 15.0 lit. Tank Size : Approx. 35x30x15 cm Frequency : about 53 KHz With digital Temp. and Time controller. Note: Rate for the above unit may be quoted for both with and without heater.	1

- Note: 1. The firms should invariably specify the specifications of their product in the same order.
2. The 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.

(This clause may be deleted by the department if not required)

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 Board of the Department.
- 4 HOD ISC for displaying on I.I.T. web site.

Head of the Department