



**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
DEPARTMENT OF ELECTRONICS AND COMPUTER ENGINEERING ROORKEE – 247667  
( UTTARAKHAND )

**ENQUIRY FORM**

No. ECE/ 1356

Dated: 21.08.2009

Dear Sirs,

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 is 07.09.2009 at 3.00 P.M.

Quotation will be opened on 07.09.2009 at 4.00 P.M.

Representatives of the firms(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 item(s). The following instructions should be strictly observed for submitting the quotations, failing which the quotations shall be liable to be rejected:

1. The quotations should be submitted in duplicate and on printed pad, preferably with sales tax number for the firm. The duplicate copy of the quotation must bear original signature. It will be kept safely in the custody of Head of the Deptt. for any type of comparison in future.
2. The quotations should be submitted to the undersigned in sealed envelope duly marked "quotations against enquiry No.....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 months 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 quotee 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 letter 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 order as 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 a 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.

Sl.No.	Specifications	Quantity/Unit
1.	IC. AD 633 JN	25 Nos.
2.	IC. ADC 0809	25 Nos.
3.	IC. DAC 0800	25 Nos.
4.	IC. NE 566	25 Nos.
5.	IC. 8038	25 Nos.
6.	IC. 565	25 Nos.
7.	IC. LM 311	50 Nos.
8.	IC. LF 398	50 Nos.
9.	IC. 741	100 Nos.
10.	IC. 555	100 Nos.
11.	IC. 7400	50 Nos.
12.	IC. 7474	50 Nos.
13.	IC. 7486	50 Nos.
14.	IC. 7490	50 Nos.

- Note:
1. The Quotee should invariably specify the specifications of their product in the same order.
  2. The Quotee 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.
  3. In case the total quoted cost is more than Rs.5.0 Lac, an EMD @ 2% of the quoted amount should accompany the quotation.

Yours faithfully,

**Head of the Department**

**Copy to:**

1. O.C. Purchase for his information and necessary action.
2. Central Purchase Officer, IIT Roorkee for information.
3. Coordinator, Super Highway Information Center with the request that the above enquiry may be up-loaded at the IITR web site immediately
4. Notice Boards of Deptt./Department.

**Head of the Department**