



ENQUIRY

No:-IIT Mandi/44/2010/612

Date:- 4/12/2010

Dear Sirs,

Quotations are invited for purchase of item as shown as per list attached. The last date & Time of receipt of quotations are **20<sup>th</sup> December 2010** and **15:00 PM**.

Quotations will be opened on **20<sup>th</sup> December 2010** at **16:00 PM** at the office of the undersigned (Transit campus, IIT Mandi)

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotation should accompany with a finished sample of the item for physical verification at IIT Mandi. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. 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 of the firm. The duplicate copy of the quotation must also bear original signature and it will be kept in the custody of concerned Head of the Department/Centre/Office for any type of comparison in future.
2. The quotations shall be submitted to the undersigned in a sealed envelope duly marked "Quotation against enquiry no. --- dated---- due on ---- "on the corner of the envelope.
3. Quotation received after closing date/time will not be considered.
4. The rates quoted should include transportation costs upto Mandi clearly mentioning the percentage/rate of sales tax or all other taxes and duties inclusive and the rates quoted should be valid for atleast three months from the date of opening of the quotation.
5. The rates must be quoted both in figures and words and over writing should be avoided, however all cuttings/corrections must be duly authenticated.
6. 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.
7. 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.

8. If the supplier/firm is manufacturer/authorized dealer/sole distributor/ of any item, the certificate to this effect should be attached
9. 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.
10. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
11. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.
12. The IIT Mandi reserves the right to modify the specification wholly or partly without assigning any reason.

<u>SL. No.</u>	<u>Name of items</u>	<u>Specifications</u>	<u>Quantity</u>
1	Digital Oscilloscope	Bandwidth 30 MHz or more Sampling rate 1 GSa/s	02

Note:- 1. The quote should invariably mention the specification of their product in the same order.

Yours Faithfully

(Competent Authority)