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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

**Mohanpur Campus, Mohanpur – 741 252, Dist. Nadia, West Bengal.**

##### Ref. No. IISER-K/PurEnq/ Dated: \_\_\_\_\_\_\_\_\_\_

To,

Dear Sirs,

The Institute intends to purchase the following items for the Institute as per specifications and quantity mentioned below:

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| Sl No. | Title and Specification | Quantity |
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You are requested to send your sealed quotation for supply of above items as per the terms and conditions mentioned below:

Terms and Conditions

1. The quotation envelops should be superscribed as “ IISER-K/PurEnq/…………………. ”.
2. The quotation envelops should be addressed to “Purchase Section, Indian Institute of Science Education and Research (IISER) Kolkata” so as to reach on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Purchase Committee of the Institute will open the Quotation on a later date suitable to the members.
3. The quotations should be accompanied with technical details, TIN/CST Registration No., Service Tax registration no. A copy of certificates is to be furnished. Applicable taxes and other charges, if any, should be stated separately.
4. The quotations should be valid for a period of 90 (Ninety) days from the date of submission.
5. Payment in full within 30 (Thirty) days after satisfactory installation/submission of acceptance report by the indenter” and against submission of invoice in duplicate. In specific cases, special payment terms may be considered.
6. In case of order value Rs. 5.00 Lakh and above, a Performance Bank Guarantee (PBG) of 10% of total order value from a scheduled bank will be furnished for a period of warranty period along with the acceptance of the Purchase Order.
7. The Director, IISER Kolkata reserves the right to accept or reject any of the quotations without assigning any reason thereof.

Yours faithfully,

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| Sl. No. | Name of the Supplier | Enq.Letter Received by | Signature of Supplier on Submission |
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INDENT No.