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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:

|  |  |  |
| --- | --- | --- |
| **Sl No.** | **Title and Specification** | **Quantity** |
|  |  |  |

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 tenders should be submitted in two bid system each of which is to be submitted in separate envelop. **One envelop should contain "Tecno Commercial Bid" i.e. (Technical specifications, terms and condition, terms of payment but not price) and other envelop should contain price bid. Both the envelops should be kept in another envelop which should be marked with tender reference number, name of the equipment** and marked to "Indian Institute of Science Education and Research Kolkata, Mohanpur Campus, PO: BCKV Main Campus, Nadia, West Bengal – 741 252".
2. **The last date of receipt of tender is ………………………….**
3. The tenders will be opened at a later date suitable to the members.
4. Price: The price required to be quoted on CIF / CIP, Kolkata Airport (inclusive of necessary export packing cost). This does not include the applicable duties & taxes.
5. Price Validity: The price validity of the system should not be less than 90 days from the date of opening of the tender.
6. Specification and quantity: The specification as well as the configuration and quantity of the equipment are required to be strictly as per the requirement of the indenter.
7. Payment: The payment will be made against Letter of Credit (L/C). 90% of the L/C value will be released against successful delivery of the consignment at IISER, Kolkata site and balance 10% will be released after successful installation and commissioning of the system or 100% payment through Letter of Credit against 10% Performance Bank Guarantee. PBG should be valid for the warranty period. This is applicable for the procurement valued above Rs. 5.00 Lakh.
8. Delivery: The delivery of the system is required to be made within 10 – 12 weeks from the date of establishment of L/C.
9. Bank charges: The bank charges inside India to the applicant account and outside India to the beneficiary account.
10. Installation: Installation of the system at our site with your instruments, accessories, tools & tackles; deploying appropriate manpower as required, at your cost.
11. Service facility: Supplier should mention about the possible service set up in India and how capable they are to provide after sales service.
12. The competent authority reserves the right to reject the tender without assigning any reasons thereof.

Thanking you