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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 **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) or Telegraphic Transfer Net 30 Days.
8. 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.
9. Delivery: The delivery of the system is required to be made within 10 – 12 weeks from the date of establishment of L/C.
10. Bank charges: The bank charges inside India to the applicant account and outside India to the beneficiary account.
11. Installation: Installation of the system at our site with your instruments, accessories, tools & tackles; deploying appropriate manpower as required, at your cost.
12. Service facility: Supplier should mention about the possible service set up in India and how capable they are to provide after sales service.
13. The competent authority reserves the right to reject the tender without assigning any reasons thereof.

Thanking you