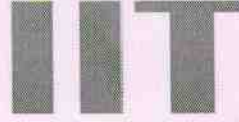




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

**DEPARTMENT OF MECHANICAL ENGINEERING  
VARANASI-221 005**

Phone: 0542-6702795(O)

Fax: 0542-2368157

E-mail: head.mec@iitbhu.ac.in

Ref. No. IIT(BHU)/ME/PE/QTN/01

Dated: February 23, 2016

**ENQUIRY**

**Due Date: March 09, 2016**

Dear Sir,

Please submit your lowest quotation for supplying the under mentioned items. Quotation in duplicate must reach us before the due date marked above and should contain the following information:

1. Full specification and make of the item offered and its rate F.O.R. Varanasi/CIF New Delhi.
2. Sales Tax at concessional rate applicable to educational institution.
3. Your sales tax registration number and TAN number.
4. Conditions of supply and terms of payment.
5. If you are a Manufacture of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate.
6. Please mention your agency commission in India in Rs. , if applicable (in case of imported items ).
7. Please give information sought in Annexure- I B and undertaking as per Annexure-I C

Quotation must be sent in a **sealed envelope** with word "**QUOTATION**", our reference number, and due date as given above, clearly marked over it .

The Sealed quotations will be opened on **14.03.2016** at **3.00 p.m.** in the office of **Head, Mechanical Engineering, IIT(BHU), Varanasi.**

SL. No.	ITEM	Qty.
1.	<p>Equipment with contact probe (stylus) to measure form as well as surface finish with the following features:</p> <ul style="list-style-type: none"> <li>➤ 50mm Traverse unit with around 0.5 micron data spacing as standard</li> <li>➤ Offering a straightness of around 0.2micron over 20mm</li> <li>➤ Measurement speed range of 0.25mm/sec to 10mm/sec</li> <li>➤ Around 60mm Stylus Arm with 2µm Radius 90deg Conisphere Daimond Tip</li> <li>➤ Calibration ball</li> <li>➤ Measurement and data analysis software</li> <li>➤ High quality Manual Column and Stand (with Fixed Mount)</li> <li>➤ Pair of 150mm Vee Blocks</li> </ul>	01

  
(U.S.RAO)

  
(A. K. AGRAWAL)

विभागाध्यक्ष/HEAD  
यान्त्रिक अभियान्त्रिकी विभाग/Deptt. of Mechanical Engg.  
भारतीय प्रौद्योगिकी संस्थान/Indian Institute of Technology  
(का०हि०वि०/B.H.U.)  
वाराणसी-221004/Varanasi-221005

**INDIAN INSTITUTE OF TECHNOLOGY(BHU) VARANASI**

**TO BE RETURNED**

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation.  
(Please refer to the detailed instructions/ notes before filling this Proforma).

1. Validity of the offer : .....
2. Approximate Delivery Period : .....
3. (a) Whether rates have been quoted F.O.R.  
Site and covers packing, forwarding and  
Insurance charges. : YES/NO  
(b) If not, please mention the same : .....
4. (a) Whether the prices are inclusive of  
Sale Tax and other taxes. : YES/NO  
(b) If not, kindly specify the amount /rate : .....
5. If the Sales Tax is charged extra, declaration  
for charging sales tax correctly attached. : YES/NO
6. (a) Whether supply will be made directly or through  
Any Local / Regional / Authorized Dealer / Stockist : Directly/Stockist/Authorized Dealer  
(b) If through a Stockist /Dealer :-
  - (i) Name and full address of the party : .....
  - : .....
  - (ii) Whether the order to be placed with the : Principal/Stockist/Dealer
  - (iii) Who will raise the bill : Principal/Stockist/Dealer
  - (iv) Cheques will be drawn in favour of : Principal/Stockist/Dealer
  - (v) Whether any Delivery, Packing and Forwarding : YES/NO  
charges will be payable to local Stockist/Dealer: (Please specify the amount /percentage etc, if  
any)
7. Our terms of payment (Please indicate your preference by a (✓) mark ). Please note that no other  
payment terms are likely to be accepted.  
(a) For Local Firms or if the bills are raised by the local Dealers.

- (i) 100% Payment on bill basis : .....
- OR
- (ii) 100% payment against proforma invoice after receipt of materials in good condition, installation and satisfactory report.(Only under exceptional cases)
- (b) If the bills are raised by outstation Firms
- (i)100% Payment on bill basis : .....
- OR
- (ii)100% Payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report. : .....
- OR
- (iii)D.G.S. & D. Terms of payment for D.G.S. & D. rate Contact items : .....
- OR
- (iv)75% against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report. : .....
- OR
- (v) 90% Payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report. (Only under special Circumstances) : .....
8. Whether any Excise Duty is payable on the items. : YES/NO
- If yes, indicate the amount / percentage. : .....%
9. Whether any installation charges are payable extra. : YES/NO
- If yes, amount to be specified. : .....
10. Whether any discount for educational institution offered on the printed price list of the manufacturer : YES/NO
- Please mention the amount / percentage : .....
11. Whether the product is on DGS&D/D.I. rate contract. : YES/NO
- If yes, please enclose a photocopy of the same. : .....
12. (a)Whether the firm is Sales Tax payer. : YES/NO
- If yes, please mention the Sales Tax numbers. : .....

(b)Whether the local Dealer(s) is / are Sales Tax payer(s) : YES/NO

If yes, please mention the Sales Tax numbers of each : .....

13. Whether the product bears I.S.I. Mark. : YES/NO

If yes, please mention the I.S.I. License no. : .....

14. Whether printed /authenticated price list of the firm's Products and catalogue etc. enclosed. : YES/NO  
: .....

**Signature of the Authorized Official with Seal**

TO BE RETURNED WITH QUOTATION

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. We will not sell product(s) to other institutions, bodies and also in the market on the rates less than those quoted by us to the institute.
2. The goods on which Sales Tax has been charged are not exempted for payment of sales tax under C.S.T. Act or the rules made there under and the amount mentioned on account of sales tax on goods is not more than what is payable under the provisions of the relevant Act or rules made there under.
3. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules and the same is payable to the Excise Authorities in respect of the stores.
4. The goods /Stores/ articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
5. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
6. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

Authorized Signatory  
(Seal)

*[Faint handwritten signature and date '17/08/2018' are visible below the text.]*