



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

QUOTATION ENQUIRY
Academic Affairs

Ref: IIT(BHU)/ACD/Convocation/Purchase/2019-20/QTN/10

Due Date :20/09/219

Date : 05/09/2019

(Last date of quotation receiving) (Date of tender enquiry)

Dear Sir/Madam,

Please submit your lowest rate for supply and catering of the under mentioned Items during the VIIth convocation of the Institute on 8th November 2019. Quotations in duplicate must reach us before the 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.
2. Kindly mention appropriate GST % as applicable for supplying of Foods & Services to educational institution.
3. Please mention your GST registration number and PAN in the quotation.
4. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
5. Please give undertaking as per annexure-I-B.

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

Lunch: For 1,500 Persons approx.

1. Soup : Sweet Corn
2. Paneer Butter Masala
3. Mixed Veg Dry
4. Matar Mahroom Makhana
5. Jeera Rice
6. Dal Arhar - Tadka
7. Dahi Bada
8. Achar, Chatni, Papad, Salad
9. Tandoor Roti,
10. Plain Poori & Kachaori
11. Sweet (Gulab Jamun)
12. Ice Cream – (Amul) No Local Brand
13. Mineral Water 200 Ml. Bottle

N. B.: Other terms & conditions pertaining to item mention above shall be mentioned below

1. The above no. of persons is approximate, it may increases or decreases.
2. Supply must be executed in full as per order.

The sealed quotations will be opened in the purchase committee meeting to be held in the office of Dean of Academic Affairs.

Rajiv Kesh
DEAN/HOD/COS/PI AFFAIRS
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
WAP

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 Sales 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 Contract items :

OR

(iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% 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. :
If yes, please enclose a photocopy of the same. : YES / NO

12. Whether the product bears I.S.I. Mark. : YES / NO
If yes, please mention the I.S.I. License no. :

13. (a) Whether the firm is GST payer. : YES / NO
If yes, please mention the GSTN :

(b) Whether the Local Dealer(s) is / are GST :
payer(s) : YES / NO
If yes, please mention the GST numbers of each :

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

Signature of the Authorised Official with Seal