ANNEXURE-I-B

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

**TO BE RETURNED**

**WITH QUOTATION**

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 : ………………………………..

1. (a) Whether the prices are inclusive of Sales Tax and :

 other taxes. YES / NO

 (b) If not, kindly specify the amount / rate : ……………………………………………………..

1. If the Sales Tax is charged extra, declaration for

charging Sales Tax correctly attached. : YES / NO

1. (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)

1. Our terms of payment (Please indicate your preference by a (✓) mark). Please note that no other payment terms are likely to be accepted. .
	1. **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). : …………………………………….

1. Whether any Excise Duty is payable on the items. : YES / NO

If yes, indicate the amount / percentage. : ……….……………………………..%

1. Whether any installation charges are payable extra. : YES / NO

If yes, amount to be specified. : …………………………………………………

1. Whether any discount for educational institution :

offered on the printed price list of the manufacturer. : YES / NO

Please mention the amount / percentage. : ……………………………………………….

1. Whether the product is on DGS &D/D.I. Rate contract.

If yes, please enclose a photocopy of the same. : YES / NO

1. Whether the product bears I.S.I. Mark. YES / NO

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

1. (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 : ………………………………………………..

1. Whether printed / authenticated price list of the Firm’s

Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal