



## **INSTRUCTIONS**

1. Inquiry will be sent by UPC/Courier/Speed Post and IISER Mohali will not be liable for any kind of postal delay.
2. The Quotation should be addressed to the Director IISER Mohali invariably giving on the envelop reference number, last date & time of receipt of tender and date & time of opening of the tender.
3. One time importers from China with custom made specifications are highly discouraged.
4. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
5. Firms will quote separately for each article.
6. The rates offered should be FOR Chandigarh/Mohali, in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Suppliers outside India may please mention the FOB/FCA price clearly.
7. In case of Ex-godown terms the amount of packaging forwarding freight etc. should clearly be indicated by percentage or lump sum amount. Institute has policy not to make any advance payment towards any purchase, Letter of credit can be opened if required.
8. In case of foreign consignment CIF/FOB should be mentioned clearly. THE INSTITUTE IS EXEMPTED FROM EXCISE AND CUSTOM DUTY.
9. SALES TAX: - This Institute is not exempted from the payment of Sales Tax/Service Tax/VAT. The current rate (i.e. percentage of Sales Tax should be clearly indicated included or excluded) wherever chargeable. A valid PAN/TAN/VRN/TRN/LST/CST/Service Tax of the tenderer has to be provided with a copy of proof.
10. The delivery period should be strictly adhered, the firm have to execute the supply according to purchase order.
11. The firms are requested to give detailed description and specifications together with the detailed drawings, printed leaflets and literature of the Article quoted. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars, the quotation is liable for rejection.
12. Validity of offer: 90 days.
13. Late or delayed quotation will not be accepted.
14. Service Facility: Please mention the nearest service center to IISER Mohali and the time required to attend the call.
15. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved.
16. For any query, tenderers may contact via email : [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)