

such tenders shall not be opened. The date and time of opening the financial/commercial bids shall be decided after opening all the Technical bids.

5. Quotations sent by mail should be superscribed as "Quotation for TS-7800 : <Vendor Name; Principal / OEM / Auth. Representative for <Name of Principals> >" - emailed quotes must have this in the Subject line

6. Quoted prices must be US Dollars / Euro / INR() only

For quotes in Foreign Currencies, the following terms specially apply:

1. All Bank Charges payable in India are to Buyer's (opener's) Account and bank charges's in seller's country are to seller's (beneficiary's) account.
2. All bank charges outside India including confirmation charges if any have to be borne by beneficiary (applicable for International firms)

7. Delivery schedule must be stated explicitly.

8. IIT Delhi reserves the right to make any changes in the purchase requirements / quantities.

9. Costs are to be quoted FOB (Freight-On-Board). The tax component of the prices quoted, if applicable, are to be quoted separately.

10. The freight payment and customs clearance will be done by IIT Delhi through its Authorised Customs handling Agent (<http://www.prakashftr.com/contact.html>) M/s PRAKASH FREIGHT MOVERS LTD. HEAD OFFICE - DELHI, C-130, First Floor, Naraina Industrial Area, Phase - 1, New Delhi - 110 028 Phones : +(91)-(11)-42228222 (20Lines), 011-25897161-7166 Fax : +(91)-(11)-25897167

IIT Delhi has its own clearing agent to clear the consignment from New Delhi customs at special prices. These special customs duties are levied only on those items which are imported against a Purchase Order from HT Delhi. **They do not apply to items in bonded warehouses or to "high-seas" sales.**

Please see the list of Freight Forwarders at <https://sites.google.com/site/subratkar/new/new-vendor>.

11. The typical mode of payment is 100% against invoice after complete delivery. Part delivery and part / phased payments are not admissible.

12. Any other terms of payment need special clearance and may incur additional delays. For payments in foreign currencies:

1. For large payments in foreign currencies, payments can be made by Irrevocable L/C.

2. For small value purchases in foreign currencies, payments can be made

1. Wire Transfer (please state Wire Transfer charges if any along with Bank details)

2. by US Dollar Draft payable to the foreign firm.

Advance Dollar Draft : If this payment is to be received by their Indian agents, a letter of authority must be obtained from the foreign principals authorizing the India agent to receive the payment on their behalf. Payments; are sent by registered courier (Speed Post within India) within a week of satisfactory delivery and submission of invoice.

3. For any other mode of receiving payment, special clearances and letters of authority will have to be submitted:

13. If the items quoted for are proprietary in nature, please include a proprietary certificate stating that "The items quoted for are proprietary in nature and are manufactured solely by <...>".

14. If the quote is being submitted by the representative of the Principals / manufacturers themselves, a valid Agencyship / Dealership certificate authorizing the agent to quote to IIT Delhi on behalf of the principals should be enclosed.

✓ **IMPORTANT ! A copy of the order enlisting the Indian Agent with the Department of Expenditure, Ministry of Finance, Govt of India should be enclosed** – this is a mandatory requirement to prevent audit objections by Government Auditors.

Please see DGS&D website <http://dgsnd.gov.in> for rules regarding Compulsory Enlistment of Indian Agent of Foreign Suppliers.

15. If the order is to be placed on any entity other than the authorized agent or their principals, the necessary certificate of authority clarifying the relationship of the third party with the principals and/or the agents should be provided.

16. IIT Delhi reserves the right to accept / reject any or / all quotations without assigning any reason.

17. Please clearly mention terms for comprehensive warranty / training / installation etc.



Chairman, Purchase Committee

Name: Prof. Subrat Kar

Date: 15 June 2012

Place: IIT Delhi, New Delhi, India