

## INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

TO BE RETURNED
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Following proforma should be filled in and duly signed by the firm and sent along with 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 : YES / NO
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 : YES/NO  
items. : .....  
If yes, indicate the amount / percentage. : .....
9. Whether any installation charges are payable : YES/NO  
extra. : .....  
If yes, amount to be specified. : .....
10. Whether any discount for educational : .....  
institution : .....  
offered on the printed price list of the : YES/NO  
manufacturer. : .....  
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 : YES/NO  
same. : .....
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 Sales Tax payer. : YES/NO  
If yes, please mention the Sales Tax Numbers. : .....  
(b) Whether the Local Dealer(s) is / are Sales : YES/NO  
Tax payer(s) : .....  
If yes, please mention the Sales Tax 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**