

## INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

<b>TO BE RETURNED</b>
-----------------------

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

Signature of the Authorised Official with Seal