

Quotation format

Name of the Firm: _____ Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____ Registration / License No. _____

PAN No. _____

Brief description of the material to be supplied: -

S. No.	Description of item	HSN Code	Unit Price (₹)	Discount Offered (₹)	GST %	Total unit cost with GST (₹)
1						
2						
3						
4						
	Transportation charges if any					
	Installation / service charges if any					
Total (₹)						

- (i) Whether able to supply the said goods with GST Exemption certificate, as research equipment / computer, computer peripherals, soft ware and hardware etc supplied to our institute will attract only 5% GST. Yes /No
- (ii) All above prices are F.O.R. IISER Berhampur
- (iii) 100% Payment will be made after delivery and installation within 30 days from date of supply and installation.
- (iv) Validity of quotation _____ days
- (v) Delivery period _____
- (vi) Warranty details _____
- (vii) Bank Account Details: Name of A/c Holder _____
Bank Name _____ A/c No. _____
IFSC _____

Seal of the firm _____

Signature _____

Note:

- Sealed Quotations should reach IISER Berhampur on or before due date by 17:00 hr.
- Envelope should be duly super scribed with "QUOTATION FOR SUPPLY OF"
- Postal Address:** The Stores & Purchase Officer, Room No. 204, IISER Berhampur, Transit Campus Govt. ITI Building, Engineering School Road, Berhampur – 760010.
- LD Charges:** If supply of Goods / Services delayed, liquidated damages at the rate 0.5% of the price of the delayed Goods / Services, for each week or part thereof shall be levied and recovered subject to maximum of 10% of total purchase order value.