GUIDE LINES FOR FOREIGN PURCHASE ORDERS

Please ensure that:

(i) The purchase order is based on a single quotation.
(ii) The purchase order is not accompanied by a separate letter stating the purpose.

Documents required:

- CIF/FOB Proforma Invoice valid for 90 days, indicating the Agency Commission payable to the Indian Agents.
- Purchase Order indicating the Debit Head (on all copies except the original).
- Catalogue/Technical Literature (applicable only in case of equipment). If the department has any information concerning the operation and performance of the equipment/instrument (being ordered) in any other Laboratory of repute in India, same may please be mentioned.
- End-Use cum Research Purpose Certificate on the department letter head signed by the Chairman.
- UB+

Proprietary Certificate if the P.O. is based on single quotation.

Comparative Statement with quotations if more than one quotation is received.

BARC ‘NO OBJECTION CERTIFICATE’ in case of Radio active material.

Recommended for Wire Transfer

Note: If the space provided in the standard P.O. is inadequate to fill the description of all the items, you are free to attach a separate list of items with the Unit Rate, Quantity and the amount and it would suffice if a reference is made in the P.O. to the list and just indicate No. of items (Sl. No. 1 to ..........) and the total value.

For return of the equipment/instrument on ‘repair and return basis’ or for getting a free replacement from the supplier, there is a separate procedure requiring preparation of several documents. Purchase Section may be contracted for further details.

P.S.
सत्यापन Verification

यह सत्यापित किया जाता है तथा पुष्टि की जाती कि सभी आवश्यक दस्तावेजों/सूचिां को प्रस्तुत किया गया है। It is verified and confirmed that all the necessary documents/information as required have been furnished.

तारीख Date:

अध्यक्ष
CHAIRMAN
भारतीय विज्ञान संस्थान Indian Institute of Science
बेंगलूर Bangalore – 560 012

भारतीय विज्ञान संस्थान
INSTITUTE OF SCIENCE
बेंगलूर BANGALORE – 560012.
INDIA

आपका संदभम Through:

आपका माध्यम द्वारा

Your Ref.:

क्रयादेश सं. P.O.No.

पूछताछ संदभम Our Enquiry Ref.

प्रोफ़ेसर नियम और अनुसार सबूतों के अनुसार दस्तावेजों की आपूर्ति करें और अनुमोदन में उल्लिखित निर्देशों का पालन करें: Please supply the goods mentioned below strictly as per terms and conditions and follow the shipping instructions specified in the Annexure hereto:

<table>
<thead>
<tr>
<th>क्रम सं. Sl.No.</th>
<th>वस्तुओं का विवरण Description of goods</th>
<th>मात्रा Qty.</th>
<th>यूनिट मूल्य Unit Price</th>
<th>राशि Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>कार्य पूर्व मूल्य Ex Works Value</td>
<td></td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>2.</td>
<td>घटाएँ: छटां Less :Discount</td>
<td></td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>3.</td>
<td>उप कुल (एफबी) Sub Total (FOB)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>घटाएँ: एजेंसी कमीशन @ एफबी मूल्य पर %</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5.</td>
<td>Less :Agency Commission @ % on FOB Price</td>
<td></td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>6.</td>
<td>जोड़ें: पैकिंग, अंतर्राष्ट्रीय परिवहन और हैंडलिंग, यदि कोई हो</td>
<td></td>
<td>$ 0.00</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>जोड़ें: बीमा और माल दुर्घटना Add :Insurance &amp; Freight</td>
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</tr>
<tr>
<td>8.</td>
<td>कुल सीआईएफ Total C.I.F</td>
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<td>$ 0.00</td>
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