Please ensure that:

i. All the documents listed below are furnished

ii. The procedure followed strictly conforms to approved Purchase Norms and

iii. Wherever applicable Tax/Duty concessions are invariably availed by using the prescribed forms.

Documents required:

- Enquiry letter copy
- Quotations
- Comparative Statement
- Proprietary Certificate
- Teaching Aid Certificate
- Teaching Aid copy

Sums in a Nutshell

1. Send a copy of all the Enquiry letters to the Purchase Section. (Mandatory)

2. Oral enquires are treated as deviations.

3. If any Electrical or Electronic item is proposed to be used as a ‘Teaching Aid’ it being ordered, please enclose a ‘Teaching Aid Certificate’, to enable us to issue the necessary Sales Tax Concessional form and avail the concessional rate of sales tax.

4. If the item being ordered can be classified as ‘Scientific and technical instruments, apparatus, equipment (including computers) accessories and spare parts of goods for these and consumables, computer software, CD ROM, recorded magnetic tapes, micro films, microfiches and Prototypes, a

5. If P.O is towards payment of AMC, please furnish the service reports for obtaining single quotation

6. The Institute standard Payment terms are – Payment after satisfactory supply (and installation and Commissioning).

Monetary limits for obtaining Quotations

<table>
<thead>
<tr>
<th>Amount (in Rs)</th>
<th>Quotations</th>
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</thead>
<tbody>
<tr>
<td>Up to 1,00,000/-</td>
<td>Single Quotation</td>
</tr>
<tr>
<td>1,00,001 to 10,00,000/-</td>
<td>Three Quotations</td>
</tr>
<tr>
<td>Above 10,00,001/-</td>
<td>Six Quotations</td>
</tr>
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Open Tender by Press Notification (wherever the basic tender is not released)

If this cannot be followed for certain valid reasons, approval of the competent authority (Associate Director / Director), for waiving this requirement be obtained in advance and enclosed to the Purchase Order.)
सत्यापन Verification

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

Date:

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

<table>
<thead>
<tr>
<th>क्रम सं.</th>
<th>मद का विवरण</th>
<th>Item Description</th>
<th>मात्रा Qty.</th>
<th>यूनिट Unit</th>
<th>दर Rate Rs./P.</th>
<th>मसीहामो/केसस CST/ KST%</th>
<th>उपवर Cess %</th>
<th>ई.ट. E.T. %</th>
<th>ई.डी. E.D %</th>
<th>राशि Amount Rs. पै.</th>
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</table>

कुल TOTAL

(-) छूट, यदि कोई Discount if any

(+)) सुपुदागी/हैडलिंग/पैकिंग/अग्रेज /भाड़ा प्रभार/मस्सेज प्रभार Delivery/Handling/Packing/Forwarding/Freight charges/Installation charges

महायोग GRAND TOTAL
Terms & Conditions

1) All correspondence relating to this P.O. should be addressed to the Deputy Registrar (S&P), Indian Institute of Science, Bangalore-560012, indicating the Purchase Order No. and date.

2) The goods together with the D C & Pre-receipted Invoice are to be delivered at the Dept. of ................................................ at the Institute.

3) Goods will be insured by us.

4) Goods not suitably packed will be entirely at Supplier’s risk.

5) Delivery Terms: Free/Ex Godown-

6) Payment Terms:

* Concession form/Exemption Certificate enclosed

Deputy Registrar
Chairman
Indian Institute of Science
Bangalore – 560 012