



national centre for biological sciences  
tata institute of fundamental research

National Center for Biological Sciences  
Tata Institute of Fundamental Research  
GKVK, Bellary Road, Bangalore 560 065. India  
Tel. No : 080 2366 6347  
Email: shabeentaj@ncbs.res.in, www.ncbs.res.in

**ENQUIRY**

Ref:NCB/CA18-133/181646

14-12-2018

Dear Sirs,

Please let us have your Quotation for the following :

Si No	Description	Qty
1	Microsoft Surface Pro Intel Core-i5 7th Gen 12.3-inch Touchscreen Tablet (8GB/128GB SSD/Windows 10 Pro/Silver/0.770 kg), KJR-00001	1 No
2	Microsoft Surface Pro Signature Type Cover - Platinum	1 No
3	Microsoft Surface Pen Platinum Model 1776 (EYU-00009)	1 No

1. The bids shall be enclosed in an envelope and due date sealed duly marked Tender for \_\_\_\_\_ Ref No: 181646. The bids should be addressed and to be mailed to 'THE HEAD-PURCHASE'.

The bids are liable to be rejected if the sealed envelope is not addressed to "THE HEAD-PURCHASE" with Tender Ref No. and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail, it should reach by submission date and time and NCBS will not be responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 04-01-2019 BY 5.30 PM.

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The validity of your quotation should be for 60 days from the due date.

5. All duties, taxes, surcharge and cess as currently applicable must be stated in your quotation, separately. Otherwise your quote is liable to be rejected.

6. Your quotation should indicate delivery period & warranty period.

7. Delivery to be made to our stores. Please indicate charges, if any extra. Transit Insurance should be done upto NCBS Stores.

8. If you are unable to supply the quality, specifications or brand as mentioned in our enquiry, please state so and then offer alternative to quality/specifications.

9. Payment: within one month after delivery & acceptance/satisfactory installation.

10. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.

11. Since we are a public funded research institution, we are exempted from paying Customs duty (Except advolerum duty of 5% + 2% Cess and 1% Cus Sec & High Edu. CESS vide Notification No.51/96 with latest amendments) and excise duty vide Notification No. 10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments, technical instruments, equipments (including computers), their accessories, spares, consumables and software. Hence, please offer your prices

12. If the item is covered under DGS&D rate contract, please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.

13. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as

amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties

14. "**Liquidated damages:** If the \_\_equipment/ items\_\_\_\_\_ as per specifications in our P.O. is not supplied (shipped) within the specified delivery schedule, then liquidated damages (not in terms of penalty) will be imposed automatically and shall be deducted from the bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

15. TIFR is a public funded research institute and is entitled to concessional rate of GST @ 5% for certain items supplied for reresearch purpose vide notification no. 47/2017 and 45/2017 dated 14th Nov, 2017. The offer should be submitted after fully considering the above notification.

16. Income Tax at the applicable rates as per the Indian Income Tax Act 1961 will be deducted at source for the services availed / ordered. In case of service provider, the rate of tax deduction shall be at 2% as per Section 194C, and in case of fee for professional / technical services

Yours faithfully  
For and on behalf of  
National Centre for Biological Sciences

*Shabeen*

Head Purchase