

Sample Quotation/Price Bid for Direct Purchase (Imports)
(To be printed on Company Letterhead)

Quotation No.	Date:
Consignor:	Consignee: Indian Institute of Technology Kanpur, GT Road, Kalyanpur, Uttar Pradesh -208016, India
Enquiry Ref:	Date:
Kind Attn:	Prof._____ (Department)

Sl.No.	Item Description with Detailed Specifications	HSN/Commodity Code	UoM	Qty	Rate/UoM (Currency)	Value (Currency)
1	Item 1	90221900	Nos	1	15000.00	15000.00
2	Item 2	90221900	Nos	2	20000.00	40000.00
3	Item 3	90221900	Nos	1	10000.00	10000.00
Note: A detailed price break-up of the items listed in the quote must be provided.						
Ex-works/FCA/FOB Pirce (In USD/EUR/JPY/GBP, etc.)						65000.00
Discounts, If any						
Handling, Packing & Forwarding Charges						
Documentation Charges						
Foreign Bank Fee on LC/Wire Transfer						
Shipping Charges						
Insurance Charges						
Installation, Commissioning, Training and any Incidental Services						
Total						

Terms & Conditions:

- Order & Payment should be in favour of:** In the bidding process, if agents are involved on behalf of foreign principals and the goods are manufactured abroad, the purchase order should be placed directly with the Original Equipment Manufacturers only.
- Incoterms:** The terms Ex-Works/FOB/FCA or CFR/CIP, IIT Kanpur or DAP/DDP, IIT Kanpur shall be governed by the rules outlined in the current edition of Incoterms, as published by the International Chamber of Commerce, Paris.
- Delivery Period/Lead Time:** ___ weeks from the date of order acknowledgement/LC Opening.
- Validity:** Minimum 60 days
- Payment Terms:**

Option 1: 100% payment will be released within 30 days of successful installation and final acceptance.

Option 2: 100% advance will be released for a maximum purchase value of USD 10,000 or its equivalent.

Option 3: LC – 80% payment upon shipment, with the remaining 20% upon successful installation and final acceptance.
- Warranty:** ___ years from the date of installation and final acceptance.
- CMC/AMC:** If required, Specify it after the warranty period.

8. **Insurance:** If applicable, the insurance shall be for an amount equal to 110% of the value of the order from the manufacturer warehouse to IIT Kanpur on an “all-risk basis” for 60 days.
9. **Weight and Dimensions:** Approximate weight and dimensions of the packages related to the above quote to estimate the shipping charges.
10. **Agency Commission:** If applicable, ___% (USD____) is inclusive/exclusive of the quoted Ex-works/FCA/FOB price plus applicable taxes.
11. **Country of Origin:**
12. **Import Licenses:** If restricted, OEM/Agent may intimate such information for obtaining necessary licenses in India.
13. All prices quoted for goods, works, or services (including agency commission) that are performed, supplied, or sourced within India must be quoted exclusively in Indian Rupees (INR). Payment for such indigenous supplies shall also be made in INR only.
14. **Contact Person Name/Mobile/Email:**

Yours Faithfully,

(Signature of the Bidder, with Official Seal)