

## NOTICE INVITING TENDER

Annexure-2A

INDIAN STATISTICAL INSTITUTE  
203, BARRACKPUR TRUNK ROAD  
KOLKATA- 700 108

Unit/Division.....

Phone No: .....

M/s.

Address:

Kolkata:

Date: .....

Enquiry No.....-

Last date of receiving Quotation.....

Validity : 60 days

Dear Sirs,

Please quote your rates for the under mentioned items. The quotation together with samples wherever required should be sent if possible in a sealed cover superscribing "Quotation for....." addressed to the undersigned so as to reach him/her by the due date mentioned above. The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The quotation offered should be complete in all respect and strictly as per specification of product/service proposed to be purchased failing which the quotation will not be considered.

Yours faithfully,

Signature of the Indenting Officer

Name of Unit/Div.....

Sl. No.	Item/s description	Make	Quantity

N.B.: Supplier/Dealer/Manufacturer should clearly mention whether the rate/s quoted is /are :

- including all Taxes,
- inclusive of tax and additional amount to be paid on the rate offered as tax and statutory dues, if any or
- any other payment if applicable, like delivery, transportation charge etc..