

Purchase Order

P.O. No: IGIB/7-2NC/243/24-25(1264)/1100

Dated: 22.01.2025

M/s. Sutter Instrument Company.,
One Digital Drive,
Novato, CA 94949,
USA

Ref: You /Your Indian Agents Quotation No. Sutter/A018/449/2425 Dtd. 09.12.2024 & Email Dtd.20.12.2024

Dear Sir,

Please supply, Install, and Commission the following items against your above Performa invoice as per the instructions given below:-

क्रसं.S.NO	Part No	विवरण/Description of material	मात्रा/ Qty/	दरमूल्य/ Unit Rate(USD)	कुलमूल्यवमुद्रा/ Amount & Currency (USD)
1	P-2000/G	P-2000 Laser-Based Micropipette Puller Laser-Based puller, for use with glass GREATER than 0.6 mm OD	1	25,820.00	25,820.00
		Add: Packing & Handling Charges			500.00
		Add: Freight/Insurance			1,400.00
		Total C.I.P Value, IGI Airport, New Delhi			27,720.00

Terms:-

- 1. ACKNOWLEDGEMENT:** Acknowledgement/ configuration with acceptance of this order along with its terms & conditions with a Performa Invoice shall be sent by the supplier at the earliest but latest within 21 Days from the date of order indicating the probable date of dispatch of consignment.
- 2.**
- 3. DELIVERY PERIOD:** 12 Weeks after receipt of the PO and in case of payment by L/C, as will be prescribed in LC whichever is later.
- 4. MODE OF DESPATCH:** To be dispatched by Air freight to IGI Airport, New Delhi (India) and dispatch documents should be made in the name of the Director, Institute of Genomics & Integrative Biology, Mall Road, Delhi - 7 on CIP basis. Partial shipment and transshipment are prohibited unless specifically agreed upon.
- 5. PERFORMANCE BANK GUARANTEE:** Performance bank guarantee (PBG) for 5% of Order Value shall be submitted along with the order acceptance/acknowledgment within a maximum of 21 days of the order. The PBG shall be valid for a period of 60 (Sixty) days above the warranty period.
- 6. WARRANTY:** 36 Months against all Manufacturing defects or faulty workmanship effective from the date of actual and satisfactory installation of the equipment. This must be stipulated in your order acceptance/acknowledgment.
- 7. PAYMENT: Letter of Credit**
The Letter of Credit shall be established for 100% value of the order in your after receipt of order acceptance/acknowledgment. 90% payment of the LC value will be released against the document of proof of shipment and the remaining 10% after satisfactory installation & commissioning.

8. **INSURANCE:** In the event of the rates are on CIP basis, consignment must be insured from warehouse to warehouse against all risks including war and SRCC. The Insurance Certificate should be valid for 3 months from the date of arrival of the consignment at the Indian Airport/Port to cover all transit shipment & storage at CSIR-IGIB till installation & commissioning. The above freight & Insurance charges are tentative as per quotation. However, freight & Insurance charges will be paid on actual basis on the receipt of proof of incurring the expenditure on these accounts.
9. **DOCUMENTS:** Invoice in quadruplicate. The Invoice should indicate specification, quantity and the cost (Strictly as per order), insurance and freight charges separately as well as the country of origin. Master Airway Bill in original with 3 copies Insurance certificate in duplicate and money receipt showing the amount of insurance charges actually paid for term 3(a) above.
10. Order Number and date should be mentioned on the top of the consignment as well as in the 'Declaration Slip' and the Airway Bill. Address the consignment to the Director, CSIR- Institute of Genomics & Integrative Biology, Mall Road, Delhi – 7 (India).
11. (i) Forward non-negotiable set of dispatch documents in duplicate direct to us well in advance.
(ii) Fax us dispatch particulars i.e. flight details, copy of MAWB, Commercial Invoice, Packing list, etc. Quoting our order reference No. of this order failing which the demurrage paid to the Airport Authority in India will be recoverable from you/your Indian Agents.
12. **INSTALLATION:** Indian Agents are required to demonstrate/install the equipment/instrument (without any extra charges) for the satisfactory installation of the equipment/instrument on its receipt at the CSIR- IGIB, Delhi. Indian Agent/counter part of the foreign supplier shall arrange the physical inspection of the consignment within 03 Days of receipt of the material at CSIR-IGIB to insure that there is no shortage or damage to the equipment. For this purpose it will be responsibility of the indian agents/counterpart to remain in touch with CSIR-IGIB right from the shipment till the physical inspection.
13. **PRE-REQUISITE REQUIREMENT:** In the case of supply of Scientific Instrument/Equipment/Machinery, The supplier will intimate us well in advance the pre-requisite installation requirement of the goods so that the same is kept ready for installation.
14. **LIQUIDATED DAMAGES:** Being a Research and Development Organization, time is essence of the order the date of delivery should be strictly adhered to. Otherwise the Director of this Organization reserves the right not to accept delivery in part or full and to claim the liquidated damages 0.5% per week subject to maximum 10% of the total value of supply order.
15. CAMC of the equipment will be decided by CSIR, IGIB as per the requirement and separate order will be issued for CAMC.
16. All other terms & conditions shall be as per the tender document..

Yours faithfully,



Stores & Purchase Officer

For & on behalf of the Council of Scientific & Industrial Research

Copy to:

M/s. Medi Analytika India Pvt. Ltd.,
6, Adyar Bridge Road,
Adyar, Chennai-600020

1. **M/s. Cwick (Import Consolidations) Pvt. Ltd.,**
L-2/101, New Mahavir Nagar Extension, Outer Ring Road, New Delhi-110018
(Tel : 91-11-43029099) Contact person. Mr.Gurkirat Mob No. 08285606060/09313996082.
Contact person. Mr. Kaushal Jha Mob. No. 09871350850 **(for Information & necessary action)**
Email: info@cwickimport.com, doc@cwickimport.com
2. **Indentor:** Dr. T.N. Vivek
3. **Project Leader:** Dr. Shantanu Chowdhury
4. **Accounts Section:** OM of even number dated 22.01.2025 for Rs.30,90,447.00 Debitable to budget sub-head OLP2305/Eqpt.
5. **Office Copy.**