



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No.: IIIT-A/SP/ENQ/1082/ 1711 /2022

Date: 13/09/2022

## Enquiry Letter

M/s. ....

.....

Ph. No.: .....

**Sub: Quotation for " Replacing of defective wooden wardrobe & Almira of Dean(A) office no. 1118"**

**Enquiry issue date : 13/09/2022**

**Last submission date : 30/09/2022 upto 12:00 Noon**

**Opening of Bid : 30/09/2022 at 4:00 PM**

Dear Sir,

Institute intends to invite **Quotation for "Replacing of defective wooden wardrobe & Almira of Dean(A) office no. 1118"** as per details given in below, kindly submit your quotation in prescribed format as follows:

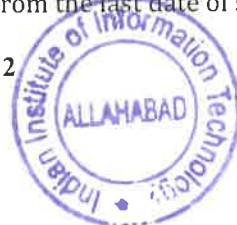
Sl. No	Description of Work	Unit	Qty.	Unit/Rate (Rs.)	Taxes (GST)	Amount (Rs.)
1.	In house made of 8mm thick Modiguard / saint gobain or equivalent make plan glass for 4 nos shelves in each cabinet with mounting bracket of 2" X 1.5" X 3mm thick plane of approved colour AI angle binding three sides walls. (2100H X 1500W X 340D)	Nos.	01			
2.	In front: Cabinet edge binding AI section of size 2" X 1.5" X 1.25mm thick polyester coated of approved colour with the provision of sliding doors of suitable sizes AI section rails in two part having 5mm thick transparent and plane glass of Modiguard / saint gobain make including brushes for smooth operational. (2100H X 1000W X 340D)	Nos.	01			
<b>Total -</b>						
<b>GST @</b>						
<b>Grand Total-</b>						

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 30.09.2022 at 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat, Jhalwa, Prayagraj -211015.**

**Note:**

1. F.O.R destination IIIT-Allahabad, Deoghat Jhalwa, Prayagraj.
2. Quoted rate should be valid at least for 90 days from the last date of submission of tender.



3. Tenderer should submit GSTIN registration copy with quotation.
4. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
5. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.
6. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.
7. Work should be completed within 04 weeks from the receipt of the work order, If the work delayed beyond the stipulated time of completion penalty of 1% per week or part thereof of total cost shall be imposed at the discretion of competent authority. The penalty may be upto 10% of the total accepted bid value.
8. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately. Additionally they will also be liable to be blacklisted.
9. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both the parties. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered.
10. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
11. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/ clause with regard to interest etc. shall be entertained.
12. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only [www.iiita.ac.in](http://www.iiita.ac.in). Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
13. Tenderers may feel free to contact Purchase Section through E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) (Ph. No. : 0532-292-2051/ 2064) for any queries.
14. The lowest rate will not be the basis of claim to get the order.
15. All legal disputes shall be subject to Jurisdiction at courts at Prayagraj.

  
Prepared by



  
Joint Registrar (S&P)

**Copy to:**

- Director Office- for kind information.