



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

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ DR(S&P)/Conv. / 33/ 2017
Date: July 27, 2017

Enquiry Letter

To,

M/s.

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Sub. : Enquiry for Casual Backpack

Dear Sir/Madam,

Institute intends to purchase "Casual Backpacks" at the occasion of 12th Convocation to be organized on 9th Sep, 2017, for which Tenders are invited as per specification and details given below:

Sr. No.	Required Item	Specification to be provided	Approx. Qty.	Unit rate in Rs.	Total Amount in Rs.
1	Casual Backpacks	As per attachment	80		

You are requested to send the quotation by courier or speed post with complete details of specifications, terms & conditions etc. **up to 9th Aug 2017 till 12:00 Noon**. Rates should be quoted with all taxes inclusive. Quotations duly sealed may be dropped in the tender box placed near the office of the Deputy Registrar (S&P). Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

Terms & Conditions:

1. Rates are inclusive of all taxes should be quoted separately.
2. F.O.R destination at IIIT-A, Jhalwa Campus, Allahabad.
3. Quoted rates should be valid at least for 60 days.
4. Enquiry must be quoted in prescribed format.
5. Payment will be made within fifteen days after delivery and specification.
6. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No : 0532-2922051.
7. Kindly quote your income tax PAN No. / GST no. etc. mandatory on the quotation raised by you. If PAN no. not quoted, 20% TAX will be deducted at source.
8. The lower rate will not be the basis of claim to get the order.
9. Front side view, back side view and side view of bag is attached as sample model.
10. Sample of bag / Catalogue to be submitted at the time of opening on tender opening date.
11. Supply of the above items will be completed within 2 weeks from the date of receipt of the order. If the supply delayed beyond the stipulated time of completion of the supply, penalty of 10% of the total cost may be imposed at the discretion of the competent authority.
12. Quantity may increase or decrease, payment will be made on the actual basis as per quoted rates.
13. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
14. Director, Indian Institute of information Technology, Allahabad reserves the right to reject or accept any tender.
15. All disputes are subject to the jurisdictions of Allahabad.

(Dr. Seema Shah)
Deputy Registrar S&P

- Copy to: Hon'ble Director for kind information.

Sample

Annexura-1

Front

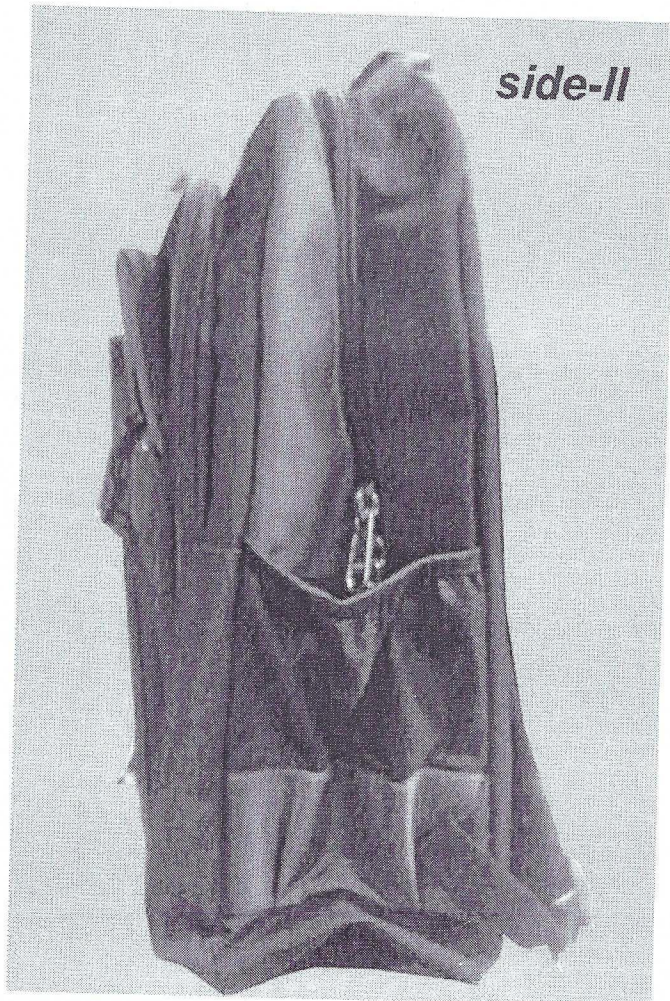


Back





Side-I



side-II

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