



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A Deemed to be University Established under Sec.3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A center of excellence in Information Technology established by Ministry of HRD, Govt. of India)

Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

Ph: 0532-2922025, 2922000; Fax: 0532-2430006, 2922144; Web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/ENQ/DR(E)/1470/2014

Date: 10/10/14

M/s.

.....

Ph. No.:

Sub: Quotation for Supply of SS make Dust bins in premises at IIIT-A

Dear Sir,

Institute intends to purchase of the "**SS make Dust bins**" for which quotations are invited as per specification and details given in below:-

S. No.	Item Description	Specification/ Make	Qty.	Rate in Rs.	Total Rs.
1.	SS make Dustbins	Size 2 fit x 3 fit with folding & openable cover facility with 304 grade of SS make and hanging shape on two coloum for holding vertically the dustbin with the provision of turning of 90° both sides. (As per enclosed annexure-I)	06		

The quotations are invited by courier/speed post and also by e-mail with complete details of Specifications, Terms & Conditions, Warranty/Guarantee etc. upto **27.10.2014 at 6:00 p.m.** Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

Note:

1. Preference will be given to the firm, if Manufacture/Sole distributor.
2. Quoted rate should be valid at least for 30 days.
3. Enquiry/tender must be quoted in prescribed format as above.
4. Quality, if not, found according to our specification as attached **annexure-I**, the supply will not be accepted.
5. Payment will be made within fifteen days after satisfactory report from users end.
6. Fax/E-mail address/contact no./Name of person to be contacted.
7. Feel free to contact on E-mail-**purchase.info@iiita.ac.in**, Ph. No. : **0532-2922051**.
8. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
9. Kindly quote your Income Tax PAN No., Service Tax Registration No. & also TIN or TDN no. for trade tax deposit is mandatorily on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
10. The lowest rate will not be the basis of claim to get the order.
11. TDS @ 4% will be deducted at the time of payment as per letter no.-1240/P-7/TDS Deduction/13-14/Joint Commissioner (Karya Palak) Commercial tax Allahabad Division (B), Allahabad, Dated-17 October 2013.
12. All disputes are subject to Jurisdiction of Allahabad Courts.
13. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
14. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
15. Kindly quote your email ID and Bank details etc.


(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- > Hon'ble Director for kind information.
- > Deputy Registrar (A)



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Annexure-I

