



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
(मानित विश्वविद्यालय)  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD**

(Deemed University)  
(A centre of excellence in IT, established by Ministry of HRD, Govt. of India)

Deoghat, Jhalwa, ALLAHABAD-211011 (U.P.) INDIA

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Ref. No. : IIIT-A/ DR(S&P)/Conv. / 37 / 2017  
Date: August 01, 2017

**Enquiry Letter**

M/s. ....  
.....  
.....  
Ph. No.: .....

**Sub: Enquiry for Micro SD Memory Card**

Dear Sir,

The Institute is intended to purchase the "Micro SD Memory Card" for mobile phones, for 12<sup>th</sup> Convocation to be held on 9<sup>th</sup> September 2017 at IIIT-A. Kindly quote your rates as per below mentioned specification.

Sl. No.	Item/Specification	Qty. (Apx.)	Brand Name	Unit rate in Rs.	Total Rs.
1.	32 GB Micro SD Memory Card for Mobile Phone	80	Sony		
			HP		
			Scan Disk		

The quotations are invited by courier or speed post with complete details Terms & Conditions etc. up to 11<sup>th</sup> Aug 2017 at 12:00 Noon. Quotations duly sealed may be dropped in the tender box placed in 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. Quotation 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](mailto: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. If the supplied items not found according to the specifications and quality as per order, it will not be accepted.
10. 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.
11. Quantity may increase or decrease, payment will be made on the actual basis as per quoted rates.
12. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
13. Director, Indian Institute of information Technology, Allahabad reserves the right to reject or accept any tender.
14. All disputes are subject to the jurisdictions of Allahabad.

(Dr. Seema Shah)  
Deputy Registrar (S&P)

Copy to:

- > Hon'ble Director for kind information.