



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

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Ref no. IIIT-A/ENQ/S&P/1570/2262/2024

Date: 21/06/2024

Enquiry Letter

M/s.

Ph. No.:

Sub: Quotation for Aluminum Partition work and supply and installation of New Aluminum door at Boys Hostel-5, IIIT-Allahabad.

Enquiry issue date: 21/06/2024

Last submission date: 05/07/2024 upto 12:00 Noon

Opening of Bid: 05/07/2024 at 4:00 PM

Dear Sir,

Institute intends "Aluminum Partition (kitchen) at 3rd floor and New Aluminum door to be installed in Common Hall of 04th Floor, Boys Hostel-5, IIIT-Allahabad" for which quotations are invited as per details given in below.

Sl. No.	Items description	Unit	Qty. Approx	Unit Rate	Amount (Rs.)
1.	Aluminum (brown color) section	Kg	80		
2.	Plain Glass (5 mm)	sqft	300		
3.	Aluminum Door Machine	piece	02		
4.	PVC Rubber	Feet	250		
5.	Handle 8 Inch	piece	02		
6.	Handle 6 Inch	piece	04		
7.	Stopper-4 (per piece)	piece	04		
8.	Installation (Partition section, Aluminum Fitting and Labor Charges etc.)	-	-		
Total Amount-					
Taxes (GST)-					
Grand Total-					

Note- Vendor are desired to quoted their rates as per drawing details attached as **Annexure-I**.

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. **up to 05/07/2024 (12:00 Noon)**. Quotations duly sealed may be dropped in the tender box placed in the office of the Joint



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Registrar (S&P), Admin extension building-II (East wing), IInd Floor, IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.**

Note:

1. FOR destination IIIT-Allahabad.
2. Preference will be given to the Manufacturer/Sole Distributors.
3. Quoted rate should be valid at least for 30 days.
4. Vender should submit GSTIN registration.
5. The mention quantity is approx quantity; it may decrease/increase upto 10%. The payment will be made as per actual basis.
6. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
7. Work must be within 04 weeks from the date of receipt of purchase order. If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be up to 10% of the total cost.
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 but they will also be liable to be blacklisted.
9. Rate quoted by the firm should not be higher than the MRP/prevaling market rate.
10. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications, will not be considered on any ground.
11. 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 Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. 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.
12. In case the firm fails to supply the items within maximum specified period Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
13. Payment will be made within fifteen days after supply, Installation and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
14. All the documents submitted must be legible and self attested, Otherwise it is likely to be rejected.
15. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.

Handwritten mark

16. The tender will be opened in the presence of the tenderers or authorized representatives interested to be present on **05/07/2024 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry.
17. 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 www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
18. **For any technical queries and site visit, please contact Sh. Rajit Ram (7897252369).**
19. May feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for other queries.
20. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
21. The lowest rate will not be the basis of claim to get the order.
22. All disputes are subject to Jurisdiction of Allahabad Courts.



Joint Registrar (S&P)

Read and accepted

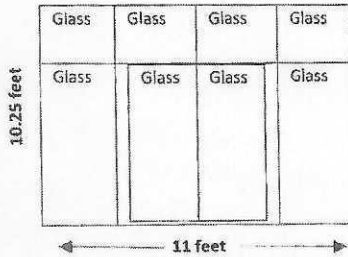
**Signature & stamp of Bidder or
Authorized Signatory**



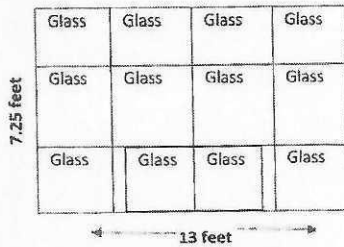
Partition work at BH-5

Plain Glass	:	5 mm
Aluminum Door Machine	:	02 qty with 90 kg capacity
Aluminum section thickness (1.5 X 2.5)	:	1.5 mm
Aluminum section thickness (3.25 X 3.25) for Door	:	1.5 mm
PVC Rubber	:	5 mm clear
Clip	:	Per piece
Handle	:	8 Inch (2 Piece), 6 inch (4 piece)
Stopper	:	Per piece
Partition section, Aluminum Fitting and Labor Charges etc. (Installation)		

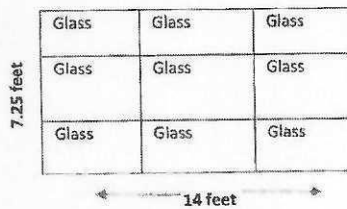
Partition



Partition with mini door



Packing



Signature