



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

(A 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 Centre of Excellence in IT, Established by Govt. of India)
Deoghat. Jhalwa, Allahabad-211012 (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: IIITA/ECE/DPC/ENQ/002/2016
Date: 23/5/2016

M/s.

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Ph. No.:

Sub: Quotation for Supply of Wall Mounting Fan at IIIT-Allahabad.

Dear Sir,

Institute intends to purchase the "Wall Mounting Fan" for which quotations are invited as per specification and details given in below:-

S.No.	Item Description	Qty.	Rate in Rs.	Total Rs.
1.	Wall Mounting Fan (HAVELL'S Swing 400mm)	19		
Total -				
Taxes (if any)-				
Grand Total -				

The quotations are invited by courier/speed post with complete details of Specifications, Terms & Conditions and warranty/guarantee etc. upto **13.06.2016 at 3:00 p.m.** Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Kindly send your quotation in a sealed envelope at the following address: **Chairperson, DPC (ECE Department), CC-1 Building, IIIT-A, Devghat Jhalwa, Allahabad-211015.**

Note:

1. Preference will be given to the firm, if Manufacture/Sole distributor.
2. Quoted rate should be valid at least for 90 days.
3. Quality, if not, found according to our specification, the supply will not be accepted.
4. F.O.R. Destination at IIIT-A, Devghat-Jhalwa, Allahabad.
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. May feel free to contact on E-mail-dpc.ec@iiita.ac.in, Ph. No. : 0532-2922101.
8. Enquiry must be quoted in prescribe format with seal and signature of firm.
9. Replacement guarantee and warranty as applicable should be clearly mentioned in quotation and documents may be furnished along with the bill.
10. Supply within 30 days from the receipt of the Purchase order. If, the supply delayed beyond the stipulated time of completion of supply a penalty of 10% the total cost may be imposed at the discretion of the competent authority.
11. Kindly quote your Income Tax PAN No. /TIN No., Service Tax Registration No. etc. mandatorily on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.

Pragya
23/5/16

12. The lowest rate will not be the basis of claim to get the order.
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.
16. All disputes are subject to Jurisdiction of Allahabad Courts.

Rajat
23/5/16

(Dr. Rajat Kumar Singh)
Chairman DPC (ECE)

CHAIRMAN

Departmental Purchase Committee
ECE Department IIT Allahabad

Copy to:

- HOD-ECE for kind information please.