



# 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: IIIT-A/Conv./DR(S&P)/202/2016  
Date: 08/09/2016

## Enquiry Letter

M/s. ....

.....

Ph. No.: .....

### **Sub: Quotation of Flower Decoration for 11th Convocation 2016**

Dear Sir,

The Institute is intended for "**Flower Decoration**" for 11<sup>th</sup> Convocation to be held on **24<sup>th</sup> September 2016** at IIIT-A. Kindly quote your rates as per below mentioned specification.

Sl. No.	Item/Specification	Unit	Qty. (Apx.)	Unit rate in Rs.	Total Rs.
1.	a) Flower decoration on main stage stage (photo enclosed) front view of stage (3*70=210Sqft.) & Table on main stage (3*12=36Sqft) Total Quantity 246.00 sqft. b) Loose flower (assorted rose)-3 KG, standard flower bouquet - 5 nos (for VVIP) and Garlands (medium size)- 6 nos.	Job	1.00		

The quotations are invited by courier or speed post with complete details Terms & Conditions etc. upto **14.09.2016 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.

### **Note:**

1. The work is to be accomplished at the auditorium of IIIT-A. The vendors are requested for site visit before submitting their quotations.
2. Quoted rate should be valid at least for 60 days.
3. May feel free to contact on E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No.: **0532-292-2051, 292-2217**.
4. Enquiry must be quoted in prescribed format as above.
5. Quality, if not, found up to mark, the supply will not be accepted.
6. Payment will be made within fifteen days after satisfactory report from users end.
7. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
8. The lowest rate will not be the basis of claim to get the order.
9. All disputes are subject to Jurisdiction of Allahabad Courts.
10. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
11. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.

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

### **Copy to:**

- > Hon'ble Director for kind information.

