



# 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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No: IIIT-A/DR (S&P)/028 /2017  
Date: 16/05/2017

## Enquiry Letter

M/s.....  
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**Subject: Quotation for Purchase of Multi-function All-in-one Printer  
(Monochrome - Black)**

**Enquiry issue date: 16/05/2017**

**Last date of submission: 29/05/2017 at 12:00 noon**

**Dear Sir,**

The Institute intends to purchase of Multi-function All-in-one Printer (Monochrome-Black) for which sealed quotations are invited as per details given below:

S. No.	Specification	Qty	Unit Price	Total Amount in Rs.
1.	<b>Multi-function Printer (All in one) Monochrome-Black</b> <ul style="list-style-type: none"><li>Functionality: Print, Scan, Copy</li><li>First page out(A4): As fast as 8.5 Sec</li><li>Processor: 400MHz</li><li>Print Speed: 18 PPM</li><li>Duty Cycle (Monthly): 8000 pages</li><li>Memory: 8MB</li><li>Multitasking supported: Yes</li><li>Print Quality: 600X600 dpi</li><li>Connectivity Standard: Hi-Speed USB 2.0 Port</li><li>Print Technology : Laser</li><li>Power Consumption : 375 Watts</li><li>Energy Saving Features</li></ul> <b>Make: (HP/Canon/Samsung/Epson)</b>	01		
<b>Total Rs.</b>				
<b>Taxes if any</b>				
<b>Grand Total Rs.</b>				

You are requested to submit the most competitive quotation by courier/ speed post with complete details of Specifications, Terms & Conditions etc. upto **29.05.2017 till 12:00 Noon**. Quotations duly sealed in envelope superscribed "**Quotation for purchase of Multi-function All-in-one Printer (Monochrome-Black)**" may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Quotation should be addressed to Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad - 211015.

### **Terms and conditions:**

1. F.O.R. destination at IIIT-A, Deoghat, Jhalwa, Allahabad.
2. Quoted rate should be valid for at least for 60 days from the date of opening of the same.

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3. Enquiry must be quoted in prescribed format on the letter head of the firm duly stamp & signed/ vendor otherwise quotation may be rejected.
4. Rate inclusive of all taxes, if any, be mentioned separately, in the quotation.
5. The supply should be made within 4 weeks from the receipt of the 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 upto 10% of the total cost.
6. In view of wide publicity, the details are also available on our web site ([www.iiita.ac.in](http://www.iiita.ac.in)) may be seen.
7. Quality, if not found according to our specification as above and standard supply will not be accepted.
9. Guarantee/Warranty minimum 2 years, replacement of guarantee/warranty as applicable should be clearly mentioned in quotation and documents may be furnished along with bill.
10. Conditional quotation will not be considered in any case. They will be summarily rejected.
11. Payment will be made within 15 days after satisfactory report from user end.
12. May free to contact on [E-mail-info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), ph. No: 0532-2922051.
13. Kindly quote your Income Tax PAN No. / TIN No., Service Tax Registration No. etc. as applicable mandatorily on the quotation raised by you.
14. The lowest rate will not be the basis of claim to get the order.
15. Kindly mention enquiry reference number, subject, due date, contact address etc. on envelope. Incomplete quotation will not be accepted.
16. Kindly quote your email id and bank details etc.
17. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject or accept any quotation.
18. All disputes are subject to Jurisdiction of Allahabad Courts.



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

**Copy to:**

- **Hon'ble Director for kind information pls.**