



**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. No: IIIT-A/DR(S&P)/83/2017  
Date: 28/02/2017

Enquiry Letter

M/s.....  
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**Subject: Quotation for purchase of Wooden Podium**  
**Enquiry issue date: 28/02/2017**  
**Last date of submission: 22/03/2017 at 12:00 Noon**

Dear Sir,

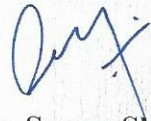
Institute intends to purchase of **Wooden Podium** for which sealed quotations are invited as per details given below:

Sl. No.	Item/Description	Qty	Unit Rate (in Rs.)	Total (in Rs.)
1.	<b><u>Specification of Podium</u></b> <b>Size:</b> (1200 (H) X600 (W)X600(D) mm made of complete 19 mm commercial water proof and ISI marked ply with both side 1 mm laminated & applying 1 mm thick edge binding tape of standard make with provision of wire manager holes in approved shade and make as per enclosed details & dimensions <b>Top:</b> 12 mm thick plan glass with proper holding arrangement <b>Partition Section:</b> For holding of LCD screen, for Material Rack in centre portion, Key board with sliding arrangement and 18 mm thick water proof commercial ply along with both side 1 mm lamination standard make as approved by IIIT-A to be fitted as per dimensioned. <b>Foot Rest:</b> Size 600mmx150mmx18 mm thick water proof & ISI marked ply board with 1 mm thick lamination & edge binding tape in slop of 30 degree toward front side complete with mounting arrangement at side wall of the podium <b>Base Holding Supports:</b> Provision of plat mounted base with adjustable floor level in stud type insulated legs. <i>(Details &amp; dimensions of podium enclosed below)</i>	02		
		Taxes if any		
		<b>Total Amount Rs.</b>		

You are required to submit the quotation by courier/ speed post with complete details of specifications, terms & condition etc. upto 22.03.2017 till 12:00 Noon. Quotations duly sealed in envelope superscribed "**Quotation for Wooden Podium**" may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P) IIIT-Allahabad. Basic rate, taxes etc. must be quoted separately. Quotation should be addressed to Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad – 211015.

**Note:**

1. F.O.R. destination at IIIT-A, Deoghat, Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 90 days.
3. Enquiry must be quoted in prescribed format duly signed & stamped by firm / vendor or on the letter head of the firm otherwise quotation may be rejected.
4. Basic rate, taxes etc. should be quoted separately.
5. Warranty/Guarantee should be for a period of 01 years, should be clearly mentioned in the quotation.
6. Quality, if not found according to our specification as above and standard supply will not be accepted.
7. Conditional quotation will not be considered in any case. They will be summarily rejected.
8. Kindly mention enquiry reference number, subject, due date, contact address, telephone nos. etc. on envelope. Incomplete quotation will not be accepted. Kindly quote your email id and bank details etc.
9. Payment will be made within 15 days after satisfactory report from the user end.
10. The supply of item within 5 weeks, if the supply delayed beyond the stipulated time penalty 1% per week of total cost may be imposed at the discretion of the competent authority. The penalty may be upto 10% of the total cost.
11. May feel to contact on [E-mail.info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), ph. No: 0532-2922051.
12. Kindly quote your Income Tax PAN No. / TIN No., Service Tax Registration No. etc. mandatorily on the quotation raised by you. If PAN No. is not quoted, 20% Tax will be deducted at source.
13. The lowest rate will not be the basis of claim to get the order.
14. Director, IIIT-A reserves the right to alter / modify any or all conditions of this quotation and to reject or accept any quotation.
15. All disputes are subject to Jurisdiction of Allahabad Courts.



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

**Copy to:**

- Hon'ble Director for kind information pls.



DETAILS & DIMENSIONS

