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)/257 /2016
Date: 03/10/2016

Enquiry Letter

M/s. ....
....
....
Ph. No.: ....

Sub: Quotation for procurement of Blinders to be fixed on outer windows.

Enquiry issue date: 03.10.2016
Last submission date: 21.10.2016 at 12:00 Noon
Opening of Bid: 21.10.2016 at 3:30 PM
EMD Amount: Rs.3,000/- (Three Thousand Only)

Dear Sir,

Institute intends for "**Procurement of Blinders to be fixed on outer windows at IIIT-Allahabad**" for which quotations are invited as per details given in below:-

Sl. No.	Item/Specification	Unit	Qty.	Unit rate in Rs.	Total Rs.
1.	Supply of 100mm wide vertical Blinds of VISTA make of *colour Abstract/Ribcord/Drizzle/Trans/Silky or Black out for Library Building including all acessories like mounting bracket, Slider rails, weight with holding hooks suitable for different sizes of given window dimensions at IIIT-A.	SqM	77.00		
2.	Installation of item at sl. no. 1 on different sizes of windows including required fixing arrangements.	Nos	34.00		
	Total -				
	Taxes (if any)-				
	Grand Total -				

* colour will be decided by user department.

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions etc. latest by **21.10.2016 at 12:00 noon.** Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-A. Basic rate, taxes and freight charges etc. must be quoted separately.

Note:
1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to Govt. approved contractors.
3. Tender EMD should be in a form of Demand Draft/FDR in favour of "**Indian Institute of Information Technology Allahabad**" payable at Allahabad (**Any tender/quotation without EMD will not be considered**).
4. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after beyond 60 days after completion of work.
5. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on 21/10/2016 at 3:30 PM with authorization letter.
6. Quoted rate should be valid at least for 60 days.
7. Enquiry must be quoted in prescribed format as above on the letter head of the firm/vendor with seal and signature.
8. Work should be completed within 30 days from the receipt of the purchase order. If the work delayed beyond the stipulated time of completion of work, penalty of 1% per weeks and maximum

upto 10% of the total cost may be imposed at the discretion of competent authorityIn view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.

9. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.

10. Conditional tenders will not be considered in any case. They will be summarily rejected.

11. Payment will be made within fifteen days after supply, Installation and satisfactory report.

12. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051,2217.

13. 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.

14. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties, validity, transportation charges.

15. The lowest rate will not be the basis of claim to get the order.

16. All disputes are subject to Jurisdiction of Allahabad Courts.

17. Vendors are desired to mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.

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

Copy to:
➢ Hon'ble Director for kind information.