



# 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)/158 /2016  
Date: 11/08/2016

## Enquiry Letter

M/s. ....

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Ph. No.: .....

### Sub: Quotation for purchase of Cleaning/Sanitary items for IIIT-Allahabad

**Enquiry issue date:** 11/08/2016

**Last submission date:** 24.08.2016 at 12:00 Noon

**Opening of Bid:** 24.08.2016 at 4:00 PM

**EMD Amount:** Rs.5,000/- (Five Thousand Only)

Dear Sir,

Institute intends to purchase of Cleaning/Sanitary items for IIIT-Allahabad for which quotations are invited as per specification and details given below:

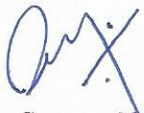
Sl. No.	Item/Specification	Unit	Qty.	Unit rate in Rs.	Total Rs.
1.	Acid (450ml), Make: Clean and Shine	Nos.	600		
2.	Phenyl, (450 ml) Make: Doctor Brand	Nos.	600		
3.	Poocha (36"x36") (Good quality)	Nos.	600		
4.	Colin (500ml)	Nos.	300		
5.	Odonil, Make: Dabur (50g)	Nos.	600		
6.	Kapoor Goli (80g, per packet 20 pcs)	Pkt.	450		
7.	Flower Broom-weight - 400 gms (standard quality)	Nos.	300		
8.	Seek Broom- 1 Kg. (standard quality)	Nos.	300		
9.	Harpic 500 ml	Nos.	150		
10.	Toilet Brush Commode (hockey type)	Nos.	150		
11.	Dhoti old (5mtr.)	Nos.	300		
12.	Floor Wiper (standard quality)	Nos.	150		
13.	Plastic Mug (1 ltr), Make : SPL	Nos.	50		
14.	Dustbin (Small) with pedal cover (standard quality)	Nos.	30		
15.	Nirma (1kg)	Nos.	600		
16.	Vim powder (1kg)	Nos.	600		
17.	Good Night Refill (45ml)	Nos.	150		
18.	Black Hit, 125g	Nos.	150		
19.	Room Freshner, 125g Rajnighandha	Nos.	150		
20.	Dettol Handwash, 215 ml	Nos.	150		
21.	Dustbin 60 Ltr (Big) with swing cover (standard quality)	Nos.	30		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, etc. upto 24.08.2016 at 12:00 Noon. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad.

Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211012.**

**Note:**

1. F.O.R. destination IIIT-Allahabad
2. Preference will be given to the firm, if Manufacturer/Sole distributor.
3. Expiry validity should be minimum 6 months after delivery of quoted items.
4. Quoted rate should be valid at least for 60 days.
5. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
6. Quality, if not, found according to our specification as above and standards supply will not be accepted.
7. Supply within 2 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.
8. 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**).
9. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report.
10. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **24/08/2016** at 4:00 PM. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
11. Payment will be made within fifteen day after receipt of material and inspection report of having the genuine items in good conditions.
12. May feel free to contact on E-mail-**info.purhcase@iiita.ac.in**, **Ph. No. : 0532-2922051, 2217.**
13. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
14. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
15. Conditional tenders will not be considered in any case. They will be summarily rejected.
16. Kindly mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.
17. The lowest rate will not be the basis of claim to get the order.
18. All disputes are subject to jurisdiction of Courts at Allahabad.

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

**Copy to:**

- Hon'ble Director for kind information please.