



# 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)/ 068 /2016  
Date: 07/06/16

## Enquiry Letter

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

### Sub: Quotation for Purchase of Stationary Items at IIIT-Allahabad

**Enquiry issue date:** 07/06/2016  
**Last submission date:** 22.06.2016 at 12:00 Noon  
**Opening of Bid:** 22.06.2016 at 4:00 PM  
**EMD Amount:** Rs.3,000/- (Three Thousand Only)


Dear Sir,

Institute intends to purchase the "**Stationary Items**" for which quotations are invited as per specification and details attached as **annexure-I**.

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee **etc. upto 22.06.2016 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. Quoted rate should be valid at least for 60 days.
4. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
5. Quality, if not, found according to our specification, supply will not be accepted.
6. Supply 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.
7. 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**).
8. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report from user end.
9. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **22/06/2016 at 4:00 PM**. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
10. Payment will be made within fifteen day after supply and satisfactory report from users end.

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11. May feel free to contact on E-mail-**info.purhcase@iiita.ac.in**, Ph. No. : **0532-292-2051, 2217**.
  12. 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.
  13. Director, IIIT-A reserves the right to alter/modify any or all conditions of this tender and to reject of accept any quotation.
  14. Conditional tenders will not be considered in any case. They will be summarily rejected.
  15. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.
  16. Kindly quote your email ID and Bank details etc.
  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.

**Annexure-I****List of Items**

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Register- 60 GSM, 240 pages, Ruled, Hard Bound	100 nos.		
2.	Register- 60 GSM, 320 pages, Ruled, Hard Bound)	200 nos.		
3.	Index File (Box file) good quality	50 nos.		
4.	Transparency (for binding- in packet	4 pkt		
5.	Back Sheet (for binding)	400 sheet		
6.	Comb (Size-10,12,14,16,)	100 each		
7.	Strip (for binding)	200 nos.		
8.	A4 Color Paper (Ream) yellow, Green, pink	04 ream (each)		
9.	Label Sheet (A4 size Sticker in packet), Make-Desmat	8 pkt		
10.	Pilot V5-, Blue, (1Pkt = 12Pen)	12 pkt		
11.	Pilot V5-, Black, (1Pkt = 12Pen)	4 Pkt		
12.	Pilot V5, Red, (1Pkt = 12Pen)	2 pkt		
13.	Pilot V5, Green (1Pkt = 12Pen)	4 pkt		
14.	Pilot pen Blue, (1Pkt = 12Pen)	4 pkt		
15.	Pilot pen Black, (1Pkt = 12Pen)	2 pkt		
16.	Normal pen (Blue, Black)- Cello Butterflow	400 nos.		
17.	Normal pen (Blue, Black)- supra lovly	100 nos.		
18.	Normal pen red- )- Supra lovly	25 pc		
19.	Sketch pen (Red Green Blue Black)- Luxor	2 pkt each		
20.	Marker Pen (Blue, Black, Red,) (1Pkt = 12Pen)	4 Pkt each		
21.	White Board Marker (Blue, Black- Artline)	100 each		
22.	White Board Duster, real one	50 nos.		
23.	White Board Marker Ink (Blue, Black- Artline)	50 each		
24.	Stapler (small) HD-10D Kangaro	50 nos.		
25.	Stapler (Big) HP-45 Kangaro	15 nos.		
26.	Stamp pad- Camel	15 nos.		
27.	Stamp pad Ink - Camel	10 nos.		
28.	Staples Pin (small- 10 No. in box) - Kangaro	20 Box		
29.	Fevi Stick, 15 Gms	10 Box		
30.	Fevi Gum	50 Tube		
31.	Punch (Single Hole), Kangaro	30 nos.		
32.	Double Punch, Kangaro	15 nos.		
33.	Whitener (correction pen), Camlin	50 nos.		
34.	Paper cutter (knife) Big siz	40 no.s		
35.	Scissors, Big size, Munix Kangaro	50 nos.		
36.	Sticky Pad (Yellow Sticker) flag	50 pkt.		
37.	Flag Sticker (Page Marker) three color	400 pkt		
38.	Binder Clip (small size)	10 box		
39.	Scale (Steel 12")	24 nos.		

*Any*

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
40.	Calculator (Casio)	10 nos.		
41.	CD-RW with Cover	50 nos.		
42.	DVD-RW with cover	50 nos.		
43.	Rubber Band Big Size (1 Kg)	6 pkt.		
44.	Rubber Band medium size (1Kg)	4 pkt		
45.	Button Folder- good quality	15 nos.		
46.	Stock Register, 80 GSM, 200 pages, ruled	10 nos.		
47.	Stock Register, 80 GSM, 600 pages, ruled	4 nos.		
48.	Candle	50 nos.		
49.	U clip small size	50 pkt		
50.	Bond paper, Executive bond bilt	8 pkt		
51.	Note pad, 14.8x21cm, ruled (40 Page)	400		
52.	White Tape 3" 65 mtr	100 pic		
53.	Brown Tape 3" 65 mtr	100 pic		
54.	Cello Tape 1" 65 mtr	100pc		
55.	Brown Tape 1" 65 mtr	100 pc		
56.	File tag, 12" (1 lakshi = 50)	50 lakshi		
57.	Doc pad (basta)	12 pc		
58.	Lamination a4 Size Pouch	4 pkt		
59.	Thread	30 box		
60.	Rope	500gm		
61.	Pencil cell (AAA)	200 nos.		
62.	Pencil cell (AA)	200 nos.		
63.	9 V Battery	50 nos.		
64.	9 V Dura Cell	50 nos.		
65.	Photo paper 250 GSM	4 pkt		
66.	Dispatch register, 80GSM, 900 pages	1 pc		
67.	Dispenser	2 nos.		
68.	Tie 5"6 "9"	500 each		
69.	Paper Weight	25 nos.		
70.	Pen Stand	15 nos.		
71.	Fevicol	1 ltr		
72.	Gum Bottle 700gm	5 bottle		
73.	Favi Quick	15 pc		
74.	Sealing Wax	5 pkt		
75.	Table try	25 nos.		
	<b>Total -</b>			
	<b>Taxes if any</b>			
	<b>Grand Total-</b>			

Signature of the tenderer

Seal of the firm