



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)/ 399 /2016
Date: 21/12/16

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for Supply of A4 Size Copier (white) Paper

Enquiry date: 21.12.2016

Last submission date: 10.01.2017 at 12:00 Noon

Opening of Bid: 10.01.2017 at 3:30 PM

EMD Amount: Rs.4,000/- (Four Thousand Only)

Dear Sir,

Institute intends to purchase the "A4 Size Copier Paper" for which quotations are invited as per details given in below:-

| Sl. No. | Item/Specification | Qty. | Unit rate in Rs. | Total Rs. |
|---------|---|-----------------------------|------------------|-----------|
| 1. | A4 Size Copier Paper (white) (21 cm x 29.7 cm), 75 GSM | 100 Boxes (1000 Ream) | | |

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions etc. latest by **10.01.2017 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, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

Note:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. **At least 03 pages of sample of quoted brand of paper be enclosed along with bid with seal & signature of bidders with Brand of paper.**
3. EMD should be in a form of Demand Draft/FDR in favour of "Indian Institute of Information Technology Allahabad" payable at Allahabad (**Any tender 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 supply of material (s) and satisfactory report from user end.
5. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on - **10.01.2017 at 3:30 PM**
6. Quoted rate should be valid at least for 90 days.
7. Enquiry must be quoted in prescribed format as above on the letter head of the firm/vendor with seal and signature.
8. Supply within 3 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.
9. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
10. Payment will be made within fifteen days after satisfactory report from users end.
11. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922217, 2051.
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. The lowest rate will not be the basis of claim to get the order.

14. All disputes are subject to Jurisdiction of Allahabad Courts.
15. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
16. Kindly quote your email ID and Bank details etc.



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

Copy to:

- Hon'ble Director for kind information.