



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A Deemed to be University Established under Sec.3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A center of excellence in Information Technology established by Ministry of HRD, Govt. of India)

Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

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Enquiry Letter

Ref. No. : IIIT-A/ENQ/DR(E)/2722/ 2015

Date : 26th February 2015

To,

M/s.....

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Sub: Quotation for printing of booklets "Annual Report 2013-14".

Dear Sir,

The Institute is intends to printing and supply of booklets "Annual Report 2013-14" for IIIT-Allahabad, Kindly quote your rates as per mentioned details:

S.No.	Item Description	Qty.	Unit Rate in Rs.	Total Rs.
1.	Annual Report 2013-14 (English Version- Approx 250 pages)	150		
2.	Annual Report 2013-14 (Hindi Version- Approx 250 pages)	100		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. upto 10.03.2015 at 6:00 p.m. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). 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. Quoted rate should be valid at least for 30 days.
3. **The sample of booklets & printing matter shall be provided by the Institute.**
4. Tenderer are desired to quote their registration number and should have four colour printing press.
5. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
6. The sample of above may be seen from 27.02.15 to 09.03.2015 (9.00 AM to 6:00 PM on working days) from the Institute.
7. Enquiry/tender must be quoted in prescribe format on the company/firm letter head, not of attached IIIT-A proforma.
8. Payment will be made within fifteen days after delivery and verification.
9. May feel free to contact on E-mail info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
10. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
11. 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.
12. The lowest rate will not be the basis of claim to get the order.
13. **Supply of above items will be completed within 15 days from the receipt of the order.** If, the supply delayed beyond the stipulated time of completion of supply penalty of 10% of the total cost will be imposed at the discretion of the competent authority.
14. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
15. All disputes are subject to jurisdiction of Courts at Allahabad.
16. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
17. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.


(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

➤ Hon'ble Director for kind information.