

भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A 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

Ph: 0532-2922025, 2922000; Fax: 0532-2430006; Web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/DR(E)/ 048 /2015

Date: 09/04/2015

M/s.

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Ph. No.:

Sub: Quotation of supply of White Board at IIIT-A

Dear Sir,

The Institute is intends to supply and installation White Board. Kindly quote your rates for the supply of these items as per below mentioned specification.

Sl. No.	Item/Specification	Unit	Qty.	Unit rate in Rs.	Total Rs.
01	White Board: Make: Presbosign, Alkosign or equivalent, Non Magnetic White Board Framed in Anodized Aluminum Size: 4' x 4' Delivery and installation at IIIT-A	Nos.	28		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. upto 27.04.2015 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. Preference will be given to the firm, if Manufacture/Sole distributor.
3. Quoted rate should be valid at least for 30 days.
4. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor.
5. May feel free to contact on E-mail-dr.e@iiita.ac.in, Ph. No. : 0532-2922051.
6. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
7. If, the supply delayed beyond the stipulated time of completion of supply, 10% penalty of the total cost may be imposed at the discretion of the competent authority.
8. Quality, if not, found according to our sample specification, the supply will not be accepted.
9. Payment will be made within fifteen day after supply and satisfactory report/installation from users end.
10. Conditional tenders will not be considered in any case. They will be summarily rejected.
11. 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.
12. The lowest rate will not be the basis of claim to get the order.
13. All disputes are subject to jurisdiction of Courts at Allahabad.
14. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
15. It is mandatory to 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 (E)

Copy to:

- Hon'ble Director for kind information.