



# 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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## Enquiry Letter

Ref. No. : IIT-A/ DR(S&P)/Conv. / 31 / 2017

Date: July 26, 2017

To,

M/s. ....

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### Sub. : Tender for Flower Decoration on Dias & Stage

Dear Sir/Madam,

Institute intends the work of Flower decoration at the occasion of 12<sup>th</sup> Science Conclave on 9<sup>th</sup> Sep, 2017 for which Tenders are invited as per specification and details given below:

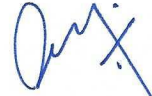
Sr. No.	Description of Works	Units	Approx. Qty.	Unit rate in Rs.	Total Amount in Rs.
1	Cut Flower decoration on main stage Front view of the stage: 3fitx70fit=210Sq ft, Table on main stage: 3fitx24 fit=72 Sqft, Hall Gate, Sensor gate, Steel railing, electronic podium of 9 <sup>th</sup> Sep 2017.	Job	1.00		
2	Mala for Maa Saraswati (As per need)	Job	20.00		
3	Flower Bouquets (As per need)	Nos.	20.00		
4	Flower pot VIP Rooms in Auditorium Table (As per need)	Nos.	5.00		

You are requested to send the quotation by courier or speed post with complete details of specifications, terms & conditions etc. **up to 9<sup>th</sup> Aug 2017 till 12:00 Noon**. Rates should be quoted with all taxes inclusive. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P). Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIT-A, Jhalwa, Allahabad.

### Terms & Conditions:

1. Rates are inclusive of all taxes.
2. Work is to be executed F.O.R destination at IIT-A, Jhalwa Campus, Allahabad.
3. If, the work delayed beyond the stipulated time of completion of time, 10% penalty of the total cost may be imposed at the discretion of the competent authority.
4. Quoted rates should be valid at least for 30 days.

5. Quantity may increase or decrease up to 10%, payment will be made on actual basis as per quoted rates.
6. Interested agencies may visit the site as per their convenience to inspect the site.
7. Payment will be made within fifteen days after satisfactory report from users end.
8. Conditional tenders will not be considered in any case. They will be summarily rejected.
9. Agency will ensure that there is no any involvement of child labor for this work and also ensure the labor law.
10. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties.
11. GST or any other tax or other charges on the work, which has not been mentioned while quoting their rates, shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
12. Kindly quote your GST No. / Income Tax PAN No. / TAN No., etc. mandatory on the bill raised by you.
13. Particulars of Tenders may be seen on Institute web site [www.iiita.ac.in](http://www.iiita.ac.in) and can be down loaded.
14. The lowest rate will not be the basis of claim to get the order.
15. Fax/E-mail address/contact no. Name of person to be contacted should be mentioned in the quote.
16. Director, IIITA reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
17. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
18. Kindly quote your email ID and Bank details etc.
19. All disputes are subject to jurisdiction of Courts at Allahabad.



**(Dr. Seema Shah)**  
**Dy. Registrar (E)**

**Copy to:**

- **Hon'ble Director for kind information.**