



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 Centre of Excellence in IT, Established by Govt. of India)
Deoghat. Jhalwa, Allahabad-211012 (U.P.) INDIA

Ph 0532-2922025, 2922000, Fax 0532-2430006, 2922144, Web www.iiita.ac.in, E-mail : contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/DR(E)/1972/2015
Date: 07/09/15

M/s.

.....

.....

Ph. No.:

Sub: Quotation for printing and supply of Office items

Dear Sir,

The Institute is intend to printing and supply of "**Office items**" for Institute. Kindly quote your rates for the supply of these items as per below mentioned specification.

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Office file with Institute address printing -as per sample	4000 Nos.		
2.	Plastic Folder with Institute address printing- -as per sample	5000 Nos.		
3.	File Holder (File board) -as per sample	1500 Nos.		
4.	Green Note Sheet with Institute address printing- -as per sample	50 Pkt. (1pkt=100 leaf)		
5.	Institute Letter Head : A4 Size with printing of Institute Address in 4 colors (Executive Bond paper in 100 GSM) -as per sample	150 pkt. (1pkt=100 leaf)		
6.	A4 size yellow envelopes with Institute Address Printing (as per sample)	5000 Nos.		
7.	A4 size brown envelopes (cloth) with Institute Address Printing (as per sample)	3000 Nos.		
8.	A3 size yellow envelopes with Institute Address Printing (as per sample)	3000 Nos.		
9.	A3 size brown envelopes (cloth) with Institute Address Printing (as per sample)	1500 Nos.		
10.	Letter size window Envelopes with Institute address printing (as per sample)	5000 Nos.		
11.	Letter size Non-window Envelopes with Institute address printing (as per sample)	4000 Nos.		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. upto 28.09.2015 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. The sample & printing matter of above shall be provided by the Institute.
5. The Sample of above items may be seen from Institute office from- 08.09.2015 to 27.09.2015 (9:30AM to 5:00PM)
6. Enquiry must be quoted in prescribed format as above on the letter head of the firm/vendor with seal and signature.
7. Quality, if not, found according to our sample specification, the supply will not be accepted.
8. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.

9. Payment will be made within fifteen days after satisfactory report from users end.
10. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
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 Allahabad Courts.
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.