



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)/ 300/2016
Date: 03/06/16

Enquiry Letter

M/s.

.....

Ph. No.:

Sub: Quotation for Printing and supply of Office Items

Enquiry issue date: 03.06.2016

Last date of submission: 17.06.2016 at 6:00 PM

Dear Sir,

Institute intends to Printing and supply of the "Office Items" for which quotations are invited as per details given in below:-

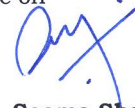
Sl. No.	Items/Description	Qty.	Unit rate in Rs.	Total Rs.
1.	Office file with Institute address printing	1500		
2.	A4 size yellow envelopes with Institute Address Printing	4000		
3.	A4 size brown envelopes (cloth) with Institute Address Printing	1500		
4.	A3 size yellow envelopes with Institute Address Printing	1000		
5.	A3 size brown envelopes (cloth) with Institute Address Printing	1000		
6.	Letter size window Envelopes with Institute address printing	3000		
7.	Letter size Non-window Envelopes with Institute address printing	5000		
Total Amount -				

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc. **upto 17.06.2016 at 6:00 PM**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211012**.

Note:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 60 days.
3. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor otherwise quotation may be rejected.
4. Printing & Supply within 4 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.
5. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
6. Quality, if not, found according to our specification as above and standards supply will not be accepted.
7. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
8. Printing matter and sample will be provided by the Institute.
9. Conditional quotation will not be considered in any case. They will be summarily rejected.
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@iita.ac.in, Ph. No. : 0532-2922051, 2217.
12. 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.
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 envelops. 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.