



# 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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Ref no. IIIT-A/DR(S&P)/367 /2016  
Date: 30/11/16

## Enquiry Letter

M/s. ....

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Ph. No.: .....

### Sub: Quotation for printing and supply Wall Calendars for the year 2017.

**Enquiry date:** 30.11.2016

**Last submission date:** 12.12.2016 at 12:00 Noon

Dear Sir,

The Institute is intend to printing and supply of "**Wall Calendars**". 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.	<b>Wall Calendars for the year 2017</b> Size: 18" x 23", 06 sheets (Front & Back), Art Paper, 200 GSM, Both Side Multicolor Printing with wiro Binding	700		
2.	<b>Wall Calendars for the year 2017</b> 01 Sheet (Front side only), Size: 18" x 23", Art Paper, 200 GSM, Multicolor printing , Metal clipping on top and bottom	500		

**Note:** i) Firms are requested to submit samples in support of their offer, failing which their quotation may not be considered.

ii) Photographs will be provided by the Institute.

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions etc. latest by **12.12.2016 at 12:00 noon**. 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 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 90 days.
3. **Tenderer should have her/his own printing press (documentary evidence should be attached) without which tender shall be rejected.**
4. **Printing matter of above shall be provided by the Institute.**
5. Enquiry must be quoted in prescribed format as above on the letter head of the firm/vendor with seal and signature.
6. Proof is to be given within 04 days and delivery in 10 days after receiving of final approval of proof. 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.
7. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.

8. Payment will be made within fifteen days after satisfactory supply.
9. May feel free to contact on E-mail-info.purchase@iita.ac.in, Ph. No. : 0532-2922051.
10. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
11. The lowest rate will not be the basis of claim to get the order.
12. All disputes are subject to Jurisdiction of Allahabad Courts.
13. Director, Indian Institute of Information Technology, Allahabad have right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason.
14. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
15. Kindly quote your email ID and Bank details etc.



**(Dr. Seema Shah)**  
**Deputy Registrar (S&P)**

**Copy to:**

- Hon'ble Director for kind information.