



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

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

Limited Enquiry Letter

Ref: IIIT-A/DR(E)/Conv./ 23287/2015

Date: 20/10/15

M/s.

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Ph. No.:

Sub: Quotation for Printing and Supply of File/Folder.

Dear Sir,

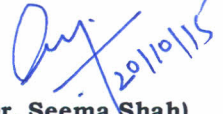
The Institute is intend to printing and supply of File/folder for 10th convocation. Kindly quote your rates for the supply of these items as per below mentioned specification.

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Printing of File/Folder Size: 8.75X12.50 inches (folder material: PVC sheet, Hard board card sheet, Color : Blue/Dark brown or similar), PVC Sheet two pockets one left and one right side, Institute name and LOGO, Oath Printing in A4 Size paper (4 Color 130 GSM Art Paper).	1600		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee **etc upto 26.10.2015 at 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (E),IIIT-A. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. The Enquiry should be addressed to "The Chairman, Purchase Committee "(10th Convocation), IIIT-Allahabad.

Note:

1. Preference will be given to the firm, if Manufacture/Sole distributor.
2. Quoted rate should be valid at least for 30 days.
3. The sample of File/folder of above shall be provided by the Institute.
4. The Sample of File/Folder may be seen from Institute office upto 20.10.2015 (9:00 AM to 6:00 PM)
5. Supply of above items will be completed within one week from date of received of order. If the supply delayed beyond stipulated time whole order will be treated as cancelled and no payment will be released.
6. Quality, if not, found according to our sample specification, the supply will not be accepted.
7. Payment will be made within fifteen days after satisfactory report from users end.
8. Fax/E-mail address/contact no. /Name of person to be contacted is also to be mentioned.
9. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
10. 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.
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 reserves the right to reject or accept any tender.
14. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.


(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information.