



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)/ 135 /2016
Date: 28/07/2016

Enquiry Letter

M/s.

.....

Ph. No.:

Sub: Quotation for purchase of Consumables/Chemicals

Enquiry issue date: 28.07.2016

Last submission date: 10.08.2016 at 12:00 Noon

Opening of Bid: 10.08.2016 at 4:00 PM

EMD Amount: Rs.3,500/- (Three Thousand Five Hundred Only)

Dear Sir,

Institute intends to purchase the "Consumables/Chemicals" for which quotations are invited as per details given in below:-

Sl. No.	Item/Specification	Unit	Qty.	Unit rate in Rs.	Total Rs.
1.	Twizzer (metal+ teflon)	2 sets of each	4		
2.	Gloves(plastic+rubber)	5 packs each	10		
3.	Aluminum wire	meter	10		
4.	TungstenHelicals	pcs	25		
5.	Ear bud	pack	5		
6.	Cotton roll	roll	2		
7.	Tissue Paper	pack	10		
8.	Filter Paper	pack	5		
9.	Petri Dishes(glass+ plastic)	5 packs each	10		
10.	Beakers (Glass/ Plastic)	pcs	15		
11.	Acetic Acid	ltr	2		
12.	Ammonium Hydroxide	ltr	5		
13.	Sodium Hydroxide	ltr	2		
14.	Potassium hydroxide	ltr	1		
15.	Acetone (HPLC grade)	ltr	5		
16.	Acetone (AR Grade)	ltr	5		
17.	Buffered HF	ltr	5		
18.	Iso Propyl Alcohol	ltr	5		
19.	Sodium Hydroxide	ltr	2.5		
20.	Hydrochloric Acid	ltr	2.5		
21.	Hydrogen Per Oxide	ltr	2.5		
22.	Sulfuric Acid	ltr	2.5		
23.	Nitric Acid	ltr	2		
24.	Zinc Acetate Dehydrate	gm	500		
25.	DiEthanolamine [MEA, C ₂ H ₇ NO]	ml	500		
26.	2-Ethoxy Ethanol	ml	500		
27.	Methoxyethanol	ml	500		
28.	Mono ethanolamine (MEA)	ml	500		
29.	Aluminum nitrate	ml	500		
30.	Ammonium Fluoride salt	gm	500		
31.	Chromium tri Oxide Salt	gm	500		
	Total -				
	Taxes (if any)-				
	Grand Total -				

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions etc. latest by **10.08.2016 at 12:00 noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-A. Basic rate, taxes and freight charges etc. must be quoted separately.

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. Tender EMD should be in a form of Demand Draft/FDR in favour of "**Indian Institute of Information Technology Allahabad**" payable at Allahabad (**Any tender/quotation without EMD will not be considered**).
4. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report from user end.
5. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on 10/08/2016 at 4:00 PM with authorization letter.
6. Quoted rate should be valid at least for 60 days.
7. Enquiry must be quoted in prescribed format as above on the letter head of the firm/vendor with seal and signature.
8. 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.
9. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
10. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.
11. Conditional tenders will not be considered in any case. They will be summarily rejected.
12. Replacement, Guarantee and Warranty as applicable should be clearly mentioned in quotation.
13. Payment will be made within fifteen days after satisfactory report from users end.
14. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
15. 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.
16. The lowest rate will not be the basis of claim to get the order.
17. All disputes are subject to Jurisdiction of Allahabad Courts.
18. Vendors are desired to mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.
19. Kindly quote your email ID and Bank details etc.



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

Copy to:

- Hon'ble Director for kind information.