



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. IIT-A/DR(S&P)/ 138 /2017

Date: 14/07/2017

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for purchase of Executive Table with ERU

Enquiry issue date: 14/07/2017

Last submission date: 25.07.2017 at 12:00 Noon

Opening of Bid: 25.07.2017 at 3:30 PM

EMD Amount: Rs.7,000/- (Seven Thousand Only)

Dear Sir,

Institute intends to purchase of Executive Table with ERU for IIT-Allahabad for which quotations are invited as per specification and details given below:


Sl. No.	Item/ Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Executive Table with ERU (as per specification attached annexure-I,II & III) (i) MAIN TOP MDF + VENEER + PU Coating, Size : 3600 W * 1080 D * 750 H TOP THICKNESS - 90 mm (ii) MOBILE PEDESTAL MDF + Veneer + PU Coating , Size : 480 W X 640 D X600 H mm (iii) E.R.U. TOP MDF + VENEER + PU Coating, Size :1900 W X 480D X 550 (Not From Ground with Castors) TOP THICKNESS - 25 mm PU COATING HARDNESS - 1.5 H Make: Godrej or equivalent	01		
	Total Amount-			
	Taxes if any-			
	Grand Total			

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc. upto 25.07.2017 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-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 IIIT-Allahabad
2. Preference will be given to the firm, if Manufacturer/Sole distributor.
3. Quoted rate should be valid at least for 30 days.
4. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
5. Quality/standard, if not, found according to our specification as above and standards supply will not be accepted.
6. Supply within 10 to 15 days 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.
7. 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**).
8. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report.
9. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **25/07/2017** at 3:30 PM. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
10. Payment will be made within fifteen day after receipt of material and satisfactory report from user end.
11. May feel free to contact on E-mail-**info.purhcuse@iiita.ac.in**, Ph. No. : **0532-2922051, 2217.**
12. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
13. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
14. Conditional tenders will not be considered in any case. They will be summarily rejected.
15. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.
16. The lowest rate will not be the basis of claim to get the order.
17. All disputes are subject to jurisdiction of Courts at Allahabad.



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

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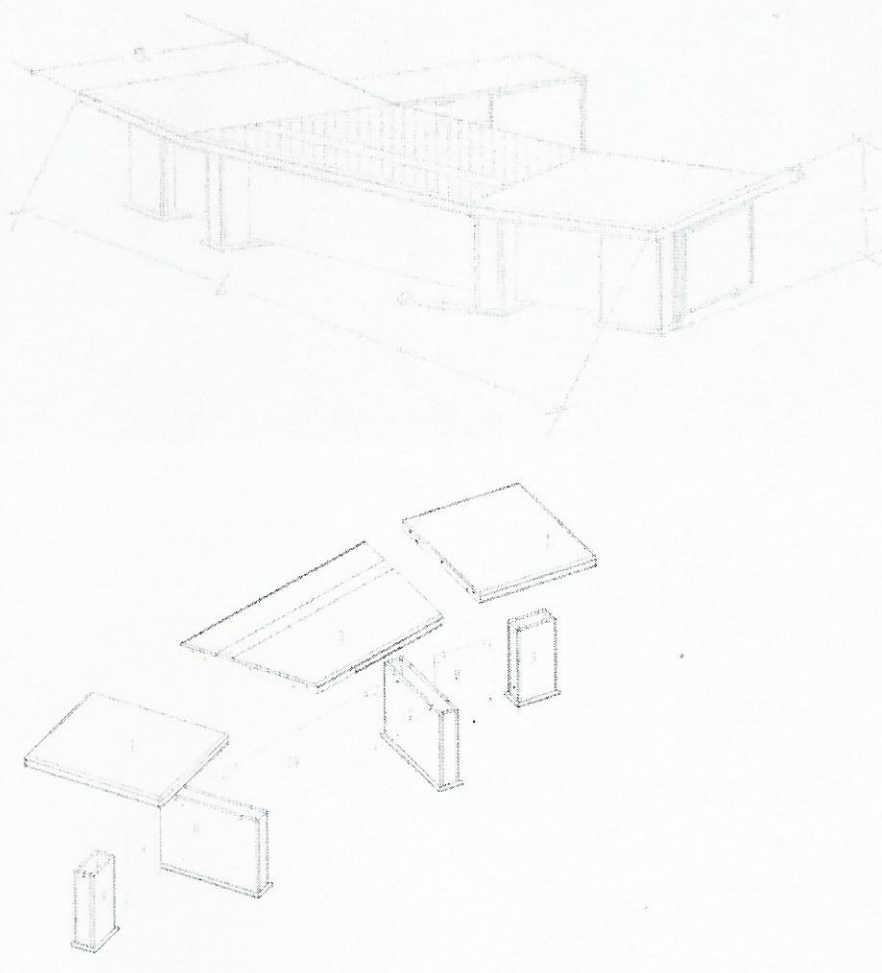
- Hon'ble Director for kind information please.

SA

Annexure-I

DESKING SPECIFICATIONS

Executive Suite



Code	Dimension (mm)	Code	Dimension (mm)	Code	Dimension (mm)
a	1088				
b	3600				
h	756				
d	96				
e	26				

Overall Dimensions :3600X1080mm Height 750mm

Finish: MDF + Veener + PU Coating (Scratch Pencil Hardness Maximum 2H)

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Annexure-II

DESKING SPECIFICATIONS

Mobile Pedestal



Dimensions may vary within tolerance.

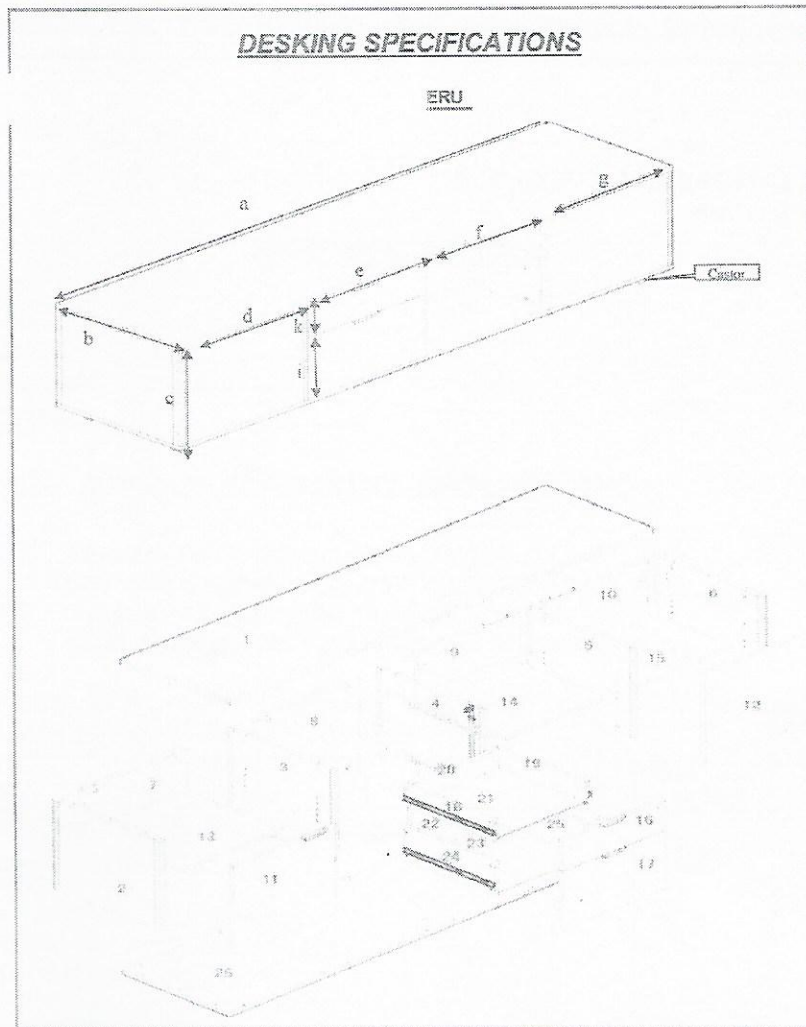
Code	Dimension (mm)	Code	Dimension (mm)	Code	Dimension (mm)
W	480	g			
D	640	i			
H	546	k			
a	162				
b	162				
c	162				

Overall Dimensions :480X640mm Height 546mm

Finish: MDF + Veneer + PU Coating (Scratch Pencil Hardness Maximum 2H)

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Annexure-III



Dimensions may vary within tolerance.

Code	Dimension (mm)	Code	Dimension (mm)	Code	Dimension (mm)
a	1907	g	464		
b	480				
c	546 (With casters)				
d	164				
e	464				
f	464				

Overall Dimensions : 1900X480mm Height 546mm

Finish: MDF + Veneer + PU Coating (Scratch Pencil Hardness Maximum 2H)