



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)/72/2017
Date: 07/02/17

Enquiry Letter

M/s.
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Ph. No.:

Sub: Quotation for Printing and supply of Office Stationary Items

Enquiry issue date: 07.02.2017

Last date of submission: 21.02.2017 at 12:00 PM

Dear Sir,

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

Sl. No.	Items/Description	Qty.	Unit rate in Rs.	Total Rs.
1.	Plastic Folder with Institute address printing – as per sample	5000 Nos.		
2.	Green Note Sheet with Institute address printing – as per sample	50 Pkt. (1pkt.=100 leaf)		
3.	Institute Letter Head : A4 Size with printing of Institute Address in 4 colors (Executive Bond paper in 100 GSM) – as per sample	150 Pkt. (1pkt.=100 sheets)		
Total Amount -				

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions etc. **upto 21.02.2017 at 12:00 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-211015**.

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 week 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@iiita.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/Bill 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.