



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD  
Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

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**Enquiry Letter**

Ref. No. : IIIT-A/ENQ/DR(E)/2266/ 2015  
Date: 12<sup>th</sup> October, 2015

To,

M/s. ....  
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**Sub. : Quotation for supply of Water Coolers for IIIT-Allahabad**

Dear Sir,

Institute intends to purchase the "**Water Cooler**" for which quotations are invited as per specification and details given below:

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	<b>Supply of Water cooler Full stainless steel body with back side knob system &amp; complete accessories.</b> Cooling Capacity Ltrs./Hr.: 40, Type: Storage, Capacity: 80Ltrs with provision of two taps. <b>Make: Blue star/Usha/Voltas</b>	03		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. upto 02.11.2015 at 6:00 PM. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (E), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately.

**Note:**

1. Preference will be given to the firm, if Manufacturer/Sole distributor.
2. Quoted rate should be valid at least for 60 days.
3. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor.
4. Quality, if not, found according to our specification as above and standards supply will not be accepted.
5. Supply is to be made within 3 week, F.O.R destination at IIIT-A, Jhalwa Campus, Allahabad. 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.
6. Replacement Guarantee and Warranty as applicable should be clearly mentioned in quotation and documents may be furnish along with bill.
7. Payment will be made within fifteen day after supply, installation and satisfactory report from users end.
8. May feel free to contact on E-mail-[info.purhcuse@iiita.ac.in](mailto:info.purhcuse@iiita.ac.in), Ph. No. : 0532-2922051.
9. 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.
10. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
11. Conditional tenders will not be considered in any case. They will be summarily rejected.
12. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
13. Kindly quote your email ID and Bank details etc.
14. The lowest rate will not be the basis of claim to get the order.
15. All disputes are subject to jurisdiction of Courts at Allahabad.

(Dr. Seema Shah)  
Deputy Registrar (E)

**Copy to:**

- Hon'ble Director for kind information please.