



# 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)/Conv. / 32 / 2017

Date: July 26, 2017

## Enquiry Letter

M/s. ....

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Ph. No.: .....

### Sub: Quotation of Dry Cleaning of Robes (Gown & Cap)

Dear Sir,

The Institute is intended for **Dry Cleaning of Robes (Gown & Cap)** for 12<sup>th</sup> Convocation to be held on **9<sup>th</sup> September 2017** at IIIT-A. Kindly quote your rates as per below mentioned specification.

Sl. No.	Item/Specification	Qty. (Apx.)	Unit rate in Rs.	Total Rs.
1.	Dry Cleaning of Robes (Gown & Cap)	600		

The quotations are invited by courier or speed post with complete details Terms & Conditions etc. up to **9<sup>th</sup> Aug 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). Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

#### **Note:**

1. The work must be completed within 7 days after receiving of order.
2. Quoted rate should be valid at least for 60 days.
3. May feel free to contact on E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No.: **0532-292-2051**.
4. Enquiry must be quoted in prescribed format as above.
5. Quantity may be increased or decreased as per requirement. Payment will be made as per actual basis.
6. Payment will be made within fifteen days after satisfactory report from users end.
7. Kindly quote your Income Tax PAN No. /GST No., etc. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
8. The lowest rate will not be the basis of claim to get the order.
9. All disputes are subject to Jurisdiction of Allahabad Courts.
10. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
11. 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 (S&P)

#### **Copy to:**

- Hon'ble Director for kind information.