



# 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: IIIT-A/ADR(S&P)/Conv./157 /2017

Date: 04/08/2017

## Enquiry Letter

M/s. ....

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Ph. No.: .....

**Sub: Quotation of supply and fixing of Flex Banners for Various Size for 12th Convocation 2017**

Dear Sir,

The Institute is intend to printing and supply of Flex Banners for 12<sup>th</sup> Convocation 2017 to be held on 09<sup>th</sup> September 2017. Kindly quote your rates for the supply and fixing of these items as per below mentioned specification.

Sl. No.	Size/Specification	Location	Qty.	Unit Rate	Total Rs.
<b>Supply and Fixing of Flex Banner Various Sizes</b>					
1.	29"x35" multi-color, flex and pasting	Auditorium entrance	01		
2.	176"x44" multi-color, flex and pasting	Hall entrance mirror door	01		
3.	144"x72" multi-color, flex and pasting	Admin entrance	01		
4.	89"x24" multi-color, flex and pasting	Hall entrance (front)	01		
5.	82"x35" multi-color, flex and pasting	Hall entrance (back)	01		
6.	6' x3' multi-color, flex and pasting,	Senate Hall	01		
7.	8'x3' multi-color, flex and iron frame	-	04		
8.	8'x3' multi-color, flex and iron frame	-	04		
9.	46'x5' multi-color, flex and iron frame, to be placed at the	Main gate	01		
10.	45'x12' multi-color, flex and iron frame	Side Pillar	01		
11.	45'x12' multi-color, flex and iron frame	Side pillar	01		
<b>Grand Total-</b>					
Taxes (if any)-					
Installation charges (if any)					
<b>Grand Total</b>					

The quotations are invited by courier or speed post with complete details of Specifications, Terms & Conditions etc. upto **18.08.2017 at 12:00 Noon**. Basic rate, taxes

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and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. 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. The enquiry should be addressed to the Deputy Registrar (S&P), IIIT-Allahabad.

**Note:**

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to the manufacturer.
3. Quoted rate should be valid at least for 30 days.
4. Enquiry must be quoted in prescribe format with the sample.
5. Quality, if not, found according to our sample/specification, supply will not be accepted.
6. Payment will be made within fifteen days after satisfactory report from users end.
7. May feel free to contact on E-mail-**info.purchase@iiita.ac.in**, Ph. No.: **0532-292-2051**.
8. Size/number of flex may increase or decrease, payment will be made on actual basis, based on quoted rates.
9. Kindly quote your Income Tax PAN No./TIN No., GST No. etc. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
10. The lowest rate will not be the basis of claim to get the order.
11. All disputes are subject to Jurisdiction of Allahabad Courts.
12. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any enquiry.
13. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this enquiry.

**Acting Deputy Registrar (S&P)**

**Copy to:**

- Hon'ble Director for kind information.