



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A Deemed to be University Established under Sec.3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A center of excellence in Information Technology established by Ministry of HRD, Govt. of India)

Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

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Enquiry Letter

Ref. No. : IIIT-A/ENQ/Adv.(F)/2519 2015

Date : 6th February 2015

To,

M/s.

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Sub. : Quotation for Supply of J. K. Copier Paper

Dear Sir,

Institute intends to purchase the “J.K. Copier Paper” for which quotations are invited as per details given in below:-

S.No.	Item Description	Qty.	Rate in Rs.	Total Rs.
1.	FS Size J. K. Copier Paper, 75 GSM	25 Boxes (250 Ream)		
2.	A4 Size J. K. Copier Paper, 75 GSM	100 Boxes (1000 Ream)		

You are requested to send the quotation by courier/speed post with complete details of specifications, terms & conditions etc. **upto 24/02/2015 till 6:00 PM. Basic rate, taxes and freight charges etc. should be quoted separately.** Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

Note :

1. Preference will be given to the firm, if Manufacture/Sole distributor.
2. Quoted rate should be valid at least for 30 days.
3. Enquiry/tender must be quoted in prescribed format as above.
4. Quality, if not, found according to our specification as above and standards supply will not be accepted.
5. Payment will be made within fifteen days after satisfactory report from users end.
6. Fax/E-mail address/contact no. /Name of person to be contacted.
7. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : **0532-2922051**.
8. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatorily on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
9. Supply of above items will be completed within 15 days from the receipt of the order. If, the supply delayed beyond the stipulated time of completion of supply 10% penalty of the total cost may be imposed at the discretion of the competent authority.
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 tender.
13. It is mandatory to mention enquiry reference number, subject, matter of enquiry, due date, contact address etc. on envelop of your quotation. Incomplete Information will make the tender liable to rejection without opening of envelop.
14. Kindly quote your email ID and Bank details etc.

(H.D. Tiwari)
Advisor Finance

Copy to:

- Hon'ble Director for kind information.