



**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)/150/2016  
Date: 04/08/16

**Enquiry Letter**

M/s. ....  
.....  
.....  
Ph. No.: .....

**Sub: Quotation for supply of Split AC at IIIT-Allahabad**

**Enquiry issue date:** 04/08/2016  
**Last submission date:** 16.08.2016 at 12:00 Noon  
**Opening of Bid:** 16.08.2016 at 4:00 PM

Dear Sir,

Institute intends to purchase the “Split AC” for which quotations are invited as per specification and details given below :

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Split AC, 1.5 Ton, 5 star rating, LED display, dust filter, dry mode, Sleep Mode, Auto Mode, Auto Restart with Memory Backup, Self Diagnosis, Anti-Bacterian Filter, Rotary compressor, display panel, 460 CFM air circulation (in), 46 dB noise level, 56 dB indoor noise level, 1.8 Ltrs/hr outdoor moisture removal. <b>Make:</b> Hitachi/Voltas/Blue Star	02		
	<b>Total Amount-</b>			
	Installation charges-			
	Taxes if any-			
	<b>Grand Total-</b>			

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **upto 16.08.2016 at 12:00 Noon.** 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-211012.**

**Note:**

1. F.O.R. destination IIIT-Allahabad
2. Preference will be given to the firm, if Manufacturer/Sole distributor.
3. Quoted rate should be valid at least for 60 days.
4. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
5. Quality, if not, found according to our specification as above and standards supply will not be accepted.

6. 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 weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
7. Replacement Guarantee and Warranty as applicable should be clearly mentioned in quotation.
8. EMD should be in a form of Demand Draft/FDR in favour of "**Indian Institute of Information Technology Allahabad**" payable at Allahabad (**Any tender/quotation without EMD will not be considered**).
9. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report.
10. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **16/08/2016** at 4:00 PM. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
11. Payment will be made within fifteen day after supply, installation and satisfactory report.
12. May feel free to contact on E-mail-**info.purhcase@iiita.ac.in**, **Ph. No. : 0532-2922051**.
13. 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.
14. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
15. Conditional tenders will not be considered in any case. They will be summarily rejected.
16. Kindly mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.
17. The lowest rate will not be the basis of claim to get the order.
18. All disputes are subject to jurisdiction of Courts at Allahabad.



**(Dr. Seema Shah)**  
**Deputy Registrar (S&P)**

**Copy to:**

- Hon'ble Director for kind information please.