



# 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: IIT-A/ADR(S&P)/Conv./ 156 /2017

Date: 04/08/17

## Enquiry Letter

M/s. ....

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Ph. No.: .....

**Sub: Quotation for Printing and Supply of File/Folder.**

Dear Sir,

The Institute is intend to printing and supply of File/folder for 12th convocation 2017. Kindly quote your rates for the supply of these items as per below mentioned specification.

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	<b>Printing of File/Folder</b> Size: 8.75X12.50 inches (folder material: PVC sheet, Hard board card sheet, Color : Dark brown or similar), PVC Sheet two pockets one left and one right side, Institute name and LOGO (Golden Screen Printing with emboss).	500		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions **etc upto 18.08.2017 at 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P),IIT-A. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIT-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. The sample of File/folder should be submitted along with quotation.
4. Supply of above items will be completed within one week from date of receipt of order. If the supply delayed beyond stipulated time whole order will be treated as cancelled and no payment will be released.
5. Quality, if not, found according to specification, the supply will not be accepted.
6. Payment will be made within fifteen days after receiving of items and satisfactory report from user end.
7. Fax/E-mail address/contact no. /Name of person to be contacted is also to be mentioned.
8. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
9. 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.
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. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.

Acting Deputy Registrar (S&P)

### Copy to:

- > Hon'ble Director for kind information.