



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/ENQ/DR(E)/3667/2016
Date: 08/03/16

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

Sub: Quotation for Supply of Printer

Dear Sir,

Institute intends to purchase of the "**Printer**" for which quotations are invited as per specification and details given in below:-

S.No.	Item Description	Qty.	Rate in Rs.	Total Rs.
1.	Supply of printers Make: HP Laserjet 1020 plus or equivalent Specification: i) Print speed black (A4) : upto 14 ppm ii) First page back out: 10 sec. iii) Print quality black: Upto 600x600 dpi (1200 dpi effective output) iv) Print technology: Laser v) Duty cycle: upto 5000 pages vi) Processor speed : 234 MHz vii) Dimensions (W x D xH) viii) Warranty : 1 years	20 Nos.		

The quotations are invited by courier/speed post and also by e-mail with complete details of Specifications, Terms & Conditions, Warranty/Guarantee etc. upto **15.03.2016 at 6:00 p.m.** 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, the supply will not be accepted.
5. Payment will be made within fifteen days after satisfactory report from users end.
6. May feel free to contact on E-mail-**info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051**.
7. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
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. The lowest rate will not be the basis of claim to get the order.
10. All disputes are subject to Jurisdiction of Allahabad Courts.
11. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
12. Kindly mention enquiry reference number, subject, due date contact address etc on your envelopes. Incomplete quotation will not be accepted.


(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- > Hon'ble Director for kind information.