Enquiry Letter

Ref. No. : IIIT-A/ENQ/DR(E)/ 1396 **/ 2014**
Date: 21ᵗʰ November 2014

To,

M/s...
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☎ ....

Sub. : **Tender for "Hiring of Tea arrangement with Material".**

Dear Sir,

      Institute intends the work of **"Hiring of Tea arrangement with Material"** on the occasion of 7ᵗʰ Science Conclave during Dec 8-12, 2014 for which Tenders are invited as per specification and details given below:

Sr. No.	Description of Works	Units	Approx. Qty.	Unit rate in Rs.	Total Amount in Rs.
1	2 Nos. Table of size 5 fit x 2.5 fit x 7.5 fit with cloth & its runner	Places	8.00		
2	Water Can with Dispensers plastic glass	Places	8.00		
3	Tea Morning & Afternoon(Served in paper cups- 120 ml)	Nos./day	2400.00		
4	Spare filled water dispenser (Approx.)	Nos.	20.00		
5	Biscuits (1 Salty +1 sweet)	Sets/day	2400.00		
6	Tea in VVIP room of CC-III will be served in Bone China cup & plate 5 sets in each place one time in day	Places	12.00		
7	Service charges for all above	Jobs	1.00		
	Total Amount Rs.				

You are requested to submit the tenders by courier/speed post and also send by hand with complete details of specifications, terms & conditions etc upto **25.11.2014 at 5:00 P.M.** Tenders 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.

Terms & Conditions:

1. Rates are inclusive of all taxes.
2. Work is to be executed F.O.R destination at IIIT-A, Jhalwa Campus, Allahabad.
3. If, the work delayed beyond the stipulated time of completion of time, 10% penalty of the total cost may be imposed at the discretion of the competent authority.

4. Quoted rates should be valid at least for 30 days.
5. Quantity may increase or decrease upto 10%, payment will be made on actual basis as per quoted rates.
6. Interested agencies may visit the site as per their convenience to inspect the site.
7. Payment will be made within fifteen days after satisfactory report from users end.
8. Conditional tenders will not be considered in any case. They will be summarily rejected.
9. Agency will ensure that there is no any involvement of child labour for this work and also ensure the labour law.
10. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties.
11. Trade/Sales tax/VAT or any other tax or other charges on the work, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
12. VAT @ 4.0% of the total cost will be deducted at source as per UP Govt. norms.
13. Kindly quote your U.P.T.T. No. /Sale Tax Registration No. / Income Tax PAN No. / TAN No., etc. mandatory on the bill raised by you.
14. Particulars of Tenders may be seen on Institute web site **www.iiita.ac.in** and can be down loaded.
15. The lowest rate will not be the basis of claim to get the order.
16. Fax/E-mail address/contact no. Name of person to be contacted should be mentioned in the quote.
17. Director, IIITA reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
18. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
19. Kindly quote your email ID and Bank details etc.
20. All disputes are subject to jurisdiction of Courts at Allahabad.

(Dr. Seema Shah)
Dy. Registrar (E)

Copy to:

➢ **Hon'ble Director for kind information.**