



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

Ref no. IIIT-A/DR(S&P)/158 /2016
Date: 02/05/16

Enquiry Letter

M/s.

.....

Ph. No.:

Sub: Quotation for supply of Water Coolers at IIIT-Allahabad

Enquiry issue date: 02/05/2016

Last submission date: 18.05.2016 at 12:00 Noon

Opening of Bid: 18.05.2016 at 4:00 PM

EMD Amount: Rs.3,000/- (Five Thousand Only)

Dear Sir,

Institute intends to purchase the "**Water Cooler**" for which quotations are invited as per specification and details given below:

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Supply of Water cooler Full stainless steel body with back side knob system & complete accessories. Cooling Capacity Ltrs./Hr.: 150, Type: Storage, Capacity Ltrs.: 150 with provision of two taps. Make: Blue star/Usha/Voltas	03		

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **upto 18.05.2016 at 12:00 Noon.** Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E), 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 3 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 and documents may be furnish along with bill.

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 from user end.
10. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **18/05/2016** 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 from users end.
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 envelops. Incomplete quotation will not be accepted.
17. Kindly quote your email ID and Bank details etc.
18. The lowest rate will not be the basis of claim to get the order.
19. 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.