



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
(A University Established under sec. 3 of UGC Act, 1956 vide Notification No. F. 9-4/99-U.3 Dated 4/08/2000 of Govt. of India)
(A Centre of Excellence in IT, Established by Govt. of India)
Deoghat, Jhalwa, ALLAHABAD- 211012 (U.P.) INDIA

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Ref: IIIT-A/ENQ/DR(E)/1458/2014

Date: 01/12/2014

Enquiry letter

To,

M/s.

Ph. No.....

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

In continuous to previous enquiry No. IIITA/ENQ/DR(E)/1396/2014 dated 21.11.2014 for hiring of tea arrangement with material has been cancelled & a fresh enquiry is invited for the eligible/competent vendors for tea arrangement on the occasion of 7th Science Conclave during Dec 8-12, 2014 as per specifications and details given below.

Sl. No.	Description	Unit	Qty.	Rate /Unit	Amount (Rs.)
1.	2 Nos. Table of size 5fit 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 cusps-120 ml.)	Nos./day	2400.00		
4.	Spare-Filled water dispenser (Approx.)	Nos.	20.00		
5.	Biscuits (1Salty+1sweet)	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		
8.		Total Amount Rs.			

You are requested to send the quotation by courier/speed post and also by email with complete details of specifications, terms & conditions etc. **up to 04/12/2014** till 12:00 PM. Rates should be quoted with all taxes inclusive.

Note:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Enquiry/tender must be quoted in prescribe format.
3. May feel free to contact on E-mail info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
4. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
5. Rate quoted should be inclusive of all taxes.
6. The lowest rate will not be the basis of claim to get the order.
7. No. of items is approx. and may increase or decrease as per need.
8. Operators for above arrangement will be provided by firm as per need.
9. Hiring of above items will be completed within 02 days from the receipt of the order. If, the supply delayed beyond the stipulated time of completion of supply penalty of 10% the total cost may be imposed at the discretion of the competent authority.
10. It is mandatory to mention enquiry reference number, subject, due date contact address etc. on your quotation. Incomplete quotation will not be accepted.


(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information pl.