



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 no: IIIT-A/DR (S&P)/२५३/2016

Date: 17/06/2016

Enquiry Letter

M/s.....
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Subject: Quotation for Supply and Installation of Roof Top (Poly carbonate sheet)

Enquiry issue date: 17/06/2016

Last date of submission: 24/06/2016 at 12 noon

Dear Sir,

The Institute intends to purchase and installation of roop top (Poly carbonate Sheet) for which sealed quotations are invited as per details given below:

Sl.No.	Item/Description	Qty. (Area) (feet sq.)	(Unit/ feet sq.) Rate (in Rs.)	Total (in Rs.)
1.	Providing and fixing 4mm thick poly carbonate sheet with suitable fixing accessories or self drilling fastener EPDM washer etc.	350		
Total Amount				

You are requested to submit the most competitive quotation by courier / speed post with complete details of Specifications, Terms & Conditions etc. upto 24.06.2016 till 12:00 noon. Quotations duly sealed in envelope superscribed "quotation for Roof top (Poly Carbonate Sheet)" may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Quotation should be addressed to Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad - 211012.

Terms and conditions:

1. F.O.R. destination at IIIT-A, Deoghat, Jhalwa, Allahabad.
2. Quoted rate should be valid for at least for 60 days from the date of opening of the same.
3. Enquiry must be quoted in prescribed format on the letter head of the firm / vendor otherwise quotation may be rejected.
4. The quotation should separately include installation with details and conditions, etc.
5. The rates should include installation / fitting charges.
6. Rate inclusive of all taxes or taxes (as applicable), if any, be mentioned separately, in the quotation.

7. The supply of poly carbonate sheets should be made within one week from the receipt of the Purchase Order. If, the supply delayed beyond the stipulated time of completion of supply penalty of 01% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
8. In view of wide publicity, the details are also available on our web site (www.iiita.ac.in) may be seen.
9. Quality, if not found according to our specification as above and standard supply will not be accepted.
10. Warranty clause, if any, should be mentioned separately.
11. Kindly mention enquiry reference number, subject, due date, contact address etc. on envelope. Incomplete quotation will not be accepted.
12. Conditional quotation will not be considered in any case. They will be summarily rejected.
13. Payment will be made within one week after satisfactory report from user end.
14. May free to contact on E-mail-info.purchase@iiita.ac.in, ph. No: 0532-2922051, 2217.
15. Kindly quote your Income Tax PAN No. / TIN No., Service Tax Registration No. etc. as applicable mandatorily on the quotation raised by you.
16. The lowest rate will not be the basis of claim to get the order.
17. Kindly quote your email id and bank details etc.
18. Director, IIIT-A reserves the right to alter / modify any or all conditions of this tender and to reject or accept any quotation.
19. All disputes are subject to Jurisdiction of Allahabad Courts.

(Dr. Seema Shah)
Deputy Registrar (S&P)