



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

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Ref. No: IIIT-A/DR(S&P)/102/2017  
Date: 29/03/2017

Enquiry Letter

M/s.....  
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**Subject: Quotation for purchase of White Board & Wall mounted Fans**

Enquiry issue date: 29/03/2017  
Last date of submission: 15/04/2017 at 4:00 P.M.

Dear Sir,

Institute intends to purchase of **White Board & Wall mounted Fans** for which sealed quotations are invited as per details given below:

Sl. No.	Item/Description	Qty.	Unit Rate (in Rs.)	Total (in Rs.)
1.	White Board (8 feet x4 feet)	01		
2.	Wall Fans - <i>Branded</i> (With wall mount Set)	02		
Taxes if any				
<b>Total Amount Rs.</b>				

You are required to submit the quotation by courier/ speed post with complete details of specifications, terms & condition etc. upto 15.04.2017 till 04:00 P.M. Quotations duly sealed in envelope superscribed "**Quotation for White Board & Wall mounted Fans**" may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P) IIIT-Allahabad. Basic rate, taxes etc. must be quoted separately. Quotation should be addressed to Deputy Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad – 211015.

**Terms & Conditions:**

1. F.O.R. destination at IIIT-A, Deoghat, Jhalwa, Allahabad.
2. Quoted rate should be valid for at least for 90 days.
3. Enquiry must be quoted in prescribed format on the letter pad of the firm, duly signed & stamped otherwise quotation may be rejected.

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4. Basic rate, taxes etc. should be quoted separately`
5. Warranty/Guarantee should be for a period of 01 years, should be clearly mentioned in the quotation.
6. Quality, if not found according to our specification as above and standard supply will not be accepted.
7. Conditional quotation will not be considered in any case. They will be summarily rejected.
8. Kindly mention enquiry reference number, subject, due date, contact address, telephone nos. etc. on envelope. Incomplete quotation will not be accepted. Kindly quote your email id and bank details etc.
9. Payment will be made within 15 days after satisfactory report from the user end.
10. The supply of item within 4-5 weeks, if the supply delayed beyond the stipulated time penalty 01% per week of total cost may be imposed at the discretion of the competent authority. The penalty may be upto 10% of the total cost.
11. May feel to contact on [E-mail.info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), ph. No: 0532-2922051.
12. Kindly quote your Income Tax PAN No. / TIN No., Service Tax Registration No. etc. mandatorily on the quotation raised by you. If PAN No. is not quoted, 20% Tax will be deducted at source.
13. The lowest rate will not be the basis of claim to get the order.
14. Director, IIIT-A reserves the right to alter / modify any or all conditions of this quotation and to reject or accept any quotation.
15. All disputes are subject to Jurisdiction of Allahabad Courts.



**(Dr. Seema Shah)**  
**Dy. Registrar (S&P)**

**Copy to:**

- **Hon'ble Director for kind information pls.**