



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref no. IIIT-A/FIP/535/2018

Date: 23/02/2018

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for purchase of Optical Table

Enquiry issue date: 23/02/2018

Last submission date: 13/03/2018 at 12:00 Noon

Opening of Bid: 13/03/2018 at 3:00 PM

EMD Amount: Rs.7,000/- (Seven Thousand Only)

Dear Sir,

Institute intends to purchase of Optical Table for IIIT-Allahabad for which quotations are invited as per specification and details given below:

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
Optical table-				
1.	Tabletop		01	
	Dimensions	10 ft x 5 ft		
	Thickness	20 cm or greater		
	Material	Nonmagnetic SS		
	Legs			
	Number of legs	4 to 6		
	Vibration isolation	Passive vibration isolation		
Total-				
Taxes (GST) -				
Grand Total-				

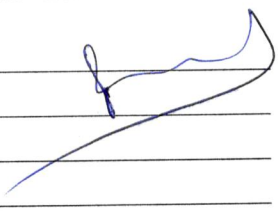
You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions **etc. upto 13/03/2018 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Faculty In charge Purchase, IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Faculty In Charge Purchase, IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211012**.

Note:

1. F.O.R. destination IIIT-Allahabad
2. Minimum turnover of the firm should be Rs.7 lakh or more in last two financial year 2015-16 & 2016-2017 (documentary evidence should be enclosed) .
3. Preference will be given to the firm, if Manufacturer/Sole distributor.
4. Quoted rate should be valid at least for 60 days.
5. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
6. Supply within 6-8 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. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
8. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications, will not be considered on any ground.
9. Rate quoted by the firm should not be higher than the MRP/prevailing market rate.
10. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
11. In case the firm fails to complete the supply within maximum specified period Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
12. 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**).
13. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalisation and award of the contract without any interest. Unsuccessful bidders may collect the EMD (within next 10 days after finalization & award of the contract) from Store and Purchase Section, IIIT-A between 3PM to 5PM on any working day after providing a copy of any Photo Identity Card. After these 10 days EMD will be sent by registered post to the postal address provided by the firm/bidder at point no.18. Representative may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
14. **Complete Postal address of tenderer/bidder (to dispatch the EMD to unsuccessful bidder):**


15. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **13/03/2018** at 3:00 PM. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
16. Payment will be made within fifteen day after receipt of material and satisfactory report from user end.
17. May feel free to contact on E-mail-**info.purhcase@iiita.ac.in**, Ph. No. : **0532-2922051**.
18. 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.
19. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
20. Conditional tenders will not be considered in any case. They will be summarily rejected.
21. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.
22. The lowest rate will not be the basis of claim to get the order.
23. All disputes are subject to jurisdiction of Courts at Allahabad.

Faculty In Charges Purchase

Copy to: