



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)/122/2016  
Date: 26/04/16

**Enquiry Letter**

M/s. ....  
.....  
.....  
Ph. No.: .....

**Sub: Quotation for purchase of Portable Digital Recorder & Microphone**

**Enquiry issue date:** 26.04.2016  
**Last date of submission:** 11.05.2016 at 12:00 Noon

Dear Sir,

Institute intends to purchase the "Portable Digital Recorder & Microphone" for which quotations are invited as per details given in below:-

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	ZOOM H6 Track Portable Digital Recorder	01		
2.	RODE NTG-2 Condenser Shotgun Microphone	01		
3.	15ft premier XLR cable	01		
4.	10ft HDE XLR female to USB	01		
5.	15ft XLR female to 3.5mm cable	01		

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions etc. latest by **11.05.2016 at 12:00 noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately.

**Note:**

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 60 days.
3. Enquiry must be quoted in prescribed format as above on the letter head of the firm with seal and signature.
4. Supply within 4-5 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.
5. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
6. Payment will be made within fifteen days after satisfactory report from users end.
7. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
8. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatorily on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
9. The lowest rate will not be the basis of claim to get the order.
10. All disputes are subject to Jurisdiction of Allahabad Courts.
11. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.
12. Kindly quote your email ID and Bank details etc.

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

**Copy to:**

- Hon'ble Director for kind information.