



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Enquiry Letter

Ref no. IIIT-A/DR(E)/3219/2016
Date: 19/01/16

M/s.

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Ph. No.:

Sub: Quotation for Supply of J. K. Copier Paper

Enquiry date: 19.01.2016
Last submission date: 03.02.2016 at 12:00 Noon
Opening of Bid: 03.02.2016 at 4:00 PM
EMD Amount: Rs.5,000/- (Five Thousand Only)

Dear Sir,

Institute intends to purchase the "J.K. Copier Paper" for which quotations are invited as per details given in below:-

| Sl. No. | Item/Specification | Qty. | Unit rate in Rs. | Total Rs. |
|---------|--|--------------------------|------------------|-----------|
| 1. | A4 Size J. K. Copier Paper, 75 GSM (Red) | 100 Boxes (1000 Ream) | | |

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions etc. latest by **03.02.2016 at 12:00 noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E), IIIT-A. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

Note:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. EMD should be in a form of Demand Draft/FDR in favour of "Indian Institute of Information Technology Allahabad" payable at Allahabad (**Any tender without EMD will not be considered**).
3. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report from user end.
4. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on - 03.02.2016 at 4:00 PM
5. Quoted rate should be valid at least for 90 days.
6. Enquiry must be quoted in prescribed format as above on the letter head of the firm/vendor with seal and signature.
7. Supply within 15 days 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.
8. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
9. Payment will be made within fifteen days after satisfactory report from users end.
10. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
11. 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.
12. The lowest rate will not be the basis of claim to get the order.
13. All disputes are subject to Jurisdiction of Allahabad Courts.

14. Director, Indian Institute of Information Technology, Allahabad have right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason.
15. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
16. Kindly quote your email ID and Bank details etc.



(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information.