



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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F.No.: IIIT-A/Conv./DR(E)/2015/2015

Date: 21st September, 2015

To,

Sub: Quotation for Convocation Robes Hiring

Dear Sir,

Institute is holding its 10th Convocation on October 08, 2015 at its Jhalwa campus. For hiring Convocation Robes (Each Robe set comprising of Robe (1) + Scarf (1) + Cap (1)), Institute is desirous of seeking your quotation as follows:-

Sl. No.	Particular	Rate (in Rs.)
1.	Rental of 700 Robe sets (One Robe set comprising of 1 Robe + 1 Scarf *+ 1 Cap) preferably in Black colour *3 different scarfs for UG (350 nos.), PG (335 nos.) & PH.D (15 nos.)	
2.	Transportation charges of transporting the robe sets from vendor's site to the Institute campus.	
3.	Cost of 02 persons required for assisting in robbing of students and guests	
4.	Caution money chargeable per Robe Set from students directly by the vendor's representative	

Important Conditions:

- 1) Date of reaching of robes at Allahabad on 06/10/2015 by 02:00 p.m. positively.
- 2) All Robe Set shall be of first class quality, duly dry cleaned & ironed and would be required to be handed over by the vendor's representative directly at the Convocation site, Jhalwa, Allahabad.
- 3) To & Fro transportation of Robe Sets + accompanying persons (Max. 02 persons) shall be the responsibility of the vendor.
- 4) Providing sample of the Robe Set for the consideration of the Committee shall be the responsibility of the vendor.
- 5) Rates should be inclusive of all taxes.
- 6) Payment will be made on the same day of the Convocation.
- 7) \pm 10% Nos. may vary, but billing should be done on actual usages basis.

If desirous to supply the above, your sealed quotation must be made to reach the Institute latest by **28/09/2015**. All Quotations should be addressed to "The Chairman, Purchase Committee (Xth Convocation), IIIT, Allahabad."

Note: Please supercribes the quotation envelop as "Quotation For Convocation Robes"

Yours faithfully,

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director, IIIT-A – for kind information pl.