



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/ENQ/FIP/338/281/2018

Date: 25/07/2018

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for Providing & Fixing Institute Signage in Hindi & English at IIIT-Allahabad

Enquiry issue date: 25/07/2018

Last submission date: 09/08/2018 upto 12:00 Noon

Opening of Bid: 09/08/2018 at 4:00 PM

Dear Sir,

Institute intends the work of "Providing & Fixing Institute Signage In Hindi & English " at IIIT-Allahabad for which quotations are invited as per details given in below. Interested & suitable vender can participate.

Sl. No.	Items description	Unit	Qty.	Unit Rate	Amount (Rs.)
1.	Supply of stainless steel 304 - grade golden colour character of 9" height for the matters "भारतीय सूचना प्रौद्योगिकी संस्थान - इलाहाबाद" and "INDIAN INSTITUTE OF INFORMATION TECHNOLOGY - ALLAHABAD" for F.O.R. Destination as per approved font by the Institute at IIIT-A	Inches	747.00		
2.	Fixing charges of both matters Hindi & English upto maximum height of 5 Metre on the existing Dholpur stone of Admin main Building at IIIT-A along with all required hardware, tools & tackles, labour charges along with complete arrangement for approaching height.	Job	1.0		
		Total Amount			
		Taxes (GST)			
		Grand Total			

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. **upto 09/08/2018 (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-211015. Kindly mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.

Note:

1. FOR destination IIIT-Allahabad.
2. Preference will be given to the Manufacturer/Sole Distributors/Government approved contractors.
3. Contractor should be registered in Central Government in appropriated class like CPWD, Mes, PWD etc. (Should be attached documentary evidence).
4. The vendor are desired to furnish copies of 02 minimum work orders of total amount up to 1.0 Lakh during the financial year 2015-16 & 2016-2017 relating to similar work (Should be attached documentary evidence) .
5. Quoted rate should be valid at least for 30 days.
6. Vender should submit GSTIN registration copy with quotation.
7. Vendors are desired to quote all the items as mentioned above, failing which quotation not be considered.
8. The mention quantity is approx quantity; it may decrease/increase upto 10%. The payment will be made as per actual measurement/supply.
9. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
10. Work should be completed within 03 weeks from the receipt of the Purchase order and after site clearance. If, the work delayed beyond the stipulated time of completion penalty of 1% per week of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
11. 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.
12. Rate quoted by the firm should not be higher than the MRP/prevaling market rate.
13. 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.
14. 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.
15. In case the firm fails to complete the job 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.
16. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.

17. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
18. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
19. The tender will be opened in the presence of the tenderers or authorized representatives interested to be present on **09/08/2018 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry.
20. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
21. For any technical queries, please contact Sh.G. R. Singh, AE (0532-2922034).
22. May feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for other queries.
23. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
24. The lowest rate will not be the basis of claim to get the order.
25. All disputes are subject to Jurisdiction of Allahabad Courts.



Faculty In-Charge Purchase

Read and accepted

Signature & stamp of Bidder or

Authorized Signatory