



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

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

Ref no. IIIT-A/ENQ/Purchase/479/644/2019

Date: 17/03/2019

Enquiry Letter

M/s.

.....

Ph. No.:

Sub: Quotations for Numbering on Furniture at IIIT-Allahabad.

Enquiry issue date: 17/03/2019

Last submission date: 08/04/2019 upto 12:00 Noon

Opening of Bid: 08/04/2019 at 4:00 PM

Dear Sir,

Institute is inviting sealed quotations for "Numbering on Furniture at IIIT-Allahabad" as per details given as below:-

Sl. No.	Description of Items	Qty. of furniture	Unit Rate (Rs.)	Amount (Rs.)
1.	Numbering on Furniture (Table, Chair, Almira, Storage, Sofa etc.) Format of Numbering Building Name/Room No./Furniture Type/Sl No. (Ex. CC3/5012/CHR1/0001)	1400 Nos. (approx)		
Total Amount(in Rs)-				
Taxes (GST)-				
Grand Total (in Rs)-				

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. upto **08/04/2019, 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 etc. must be quoted separately. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015**. Kindly quote your rates for the work as per below mentioned specification:

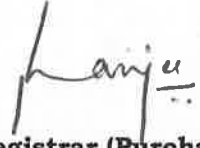
Note:

1. Furniture is placed at different locations of the Institute so vendor has to go to different location to do the numbering.
2. Format of numbering is mentioned in enquiry letter for sample and may be changed at later stage.
3. The numbering should be done with enamel paint of Asian/Nerolac.
4. Quoted rates should be valid at least for 90 days.
5. **Guarantee/Warranty:- Minimum 05 year.**

6. Kindly quote & attach a copy of your income tax PAN No. / GST no. etc. mandatory on the quotation raised by you. If PAN no. not quoted, 20% TAX will be deducted at source.
7. **The work must be completed within 5 weeks from the date of receipt of the order. If the work delayed beyond the stipulated time of completion of the work, penalty of 1% per week or part thereof of delay or maximum 10% of the total cost may be imposed at the discretion of the competent authority.**
8. Price Basis & applicable Tax claim: Vendor should clearly mention the Rate of applicable GST Tax separately, if firm will not mentioned the Taxes clearly on their Price Quotation, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIIT, Allahabad on account of Taxes.
9. If it is found that work is of sub-standard quality and not conforming to the required specifications, the firm will have to renumber the furniture.
10. 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.
11. Evaluation of offers will be made on the basis of total amount of all work inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format.
12. 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 the work, 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 Tenderer/s, 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.
13. Payment will be made within fifteen days after completion of work, satisfactory inspection & satisfactory report. No conditions/ clause with regard to interest etc. shall be entertained.
14. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the work order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
15. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
16. 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.
17. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer.
18. Bidders 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. IIIT-A will not be responsible for ignorance of corrigendum.
19. Details of Bank account of the Tenderers/Bidder for Bill payment.
 Bank's Account Holder Name:.....
 Type of Account Name:.....
 Address of Branch:.....
 Account No:.....
 IFSC Code:.....

Handwritten signature

20. For any technical queries, please contact Sh. Rajendra Bisht, Jr. Superintendent (0532-2922143).
21. May feel free to contact Purchase Section through E-mail-info.purchase@iita.ac.in (Ph. No. : 0532-2922051) for other queries.
22. The lowest rate will not be the basis of claim to get the order.
23. All disputes are subject to the jurisdictions of Allahabad.



Assistant Registrar (Purchase)

Read and accepted

Signature & stamp of Bidder or
Authorized Signatory

Copy to:

- Faculty In Charge Purchase – for kind information