



# 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/ S&P/ENQ/651/1004/2020

Date: 28.05.2020

## Enquiry Letter

M/s. ....

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Ph. No.: .....

**Sub: Quotation for Purchase of Ceiling Fan Winding Material.**

**Enquiry issue date: 28/05/2020**

**Last submission date: 19/06/2020 (12.00 Noon)**

**Opening of Bid: 19.06.2020 at 4:00 PM**

Dear Sir,

Institute intends to Purchase of **Ceiling Fan Winding Material** at IIIT-Allahabad, Prayagraj for which quotations are invited as per details given in below: -

S.No.	Details of the Items	Qty.	Unit	Make*	Unit Rate	Amount (Rs.)
1.	Anchor fastner for Fan-10 MM,3"	50.00	Nos.	ISI branded		
2.	Bearing 6200	100.00	Nos.	SKF/NBC		
3.	Bearing 6201	500.00	Nos.	SKF/NBC		
4.	Bearing 6202	500.00	Nos.	SKF/NBC		
5.	Bush for 9" Fresh Air Fan	50.00	Nos.	NSP		
6.	Condenser, 3.15 mfd	20.00	Nos.	Havell's		
7.	Condenser 4.0 mfd	25.00	Nos.	Havell's		
8.	Condenser, 4.15 mfd	20.00	Nos.	Havell's		
9.	Condenser 8.0 mfd,	50.00	Nos.	Havell's		
10.	Dhoti	100.00	Nos.			
11.	Ceiling Fan Rubber	50.00	Nos.			
12.	Grease normal	5.00	Kgs.	Castrol		
13.	Glass Sleeving wire-10/76 (red+black)	2.00	reel each	ISI branded		
14.	Mobile Oil, 20W40	5.00	Ltrs.	Castrol		
15.	Wooden Screw-2.5" (100 in a pkt.)	5.00	Pkt.	VSP		



16.	PVC Tape roll	100.00	Nos.	Steelgrip/Anchor		
17.	Regmar-60 MM-(Sheet)	50.00	sheet	Norton		
18.	Regmar-120 MM	10.00	mtrs.	Century/Nowbon		
19.	Thinner Super Hard	10.00	ltrs.	glowpar		
20.	Cotton Tape roll-1/2"	5.00	roll	ISI branded		
21.	3 No. Sleeving glassi (100 Pcs. Pkt.)	100.00	Pcs.	ISI branded		
22.	Sleeving 6 No.	20.00	Nos.	ISI branded		
23.	Safety Pin for Ceiling Fan (100 nos. in a Pkt.)	10.00	pkt.	ISI branded		
24.	Soldering Iron, 35w	1.00	No.	ISI branded		
25.	Soldering Iron, 65W	1.00	No.	ISI branded		
26.	Shaft-8" for fresh air fan and Pedstal fan	50.00	Nos.	ISI branded		
27.	Varnish	20.00	Ltrs.	Dr.beck		
28.	Rewinding wire-25 No.	2.00	Kg.	Devidayal/ Goldstar		
29.	Rewinding wire-26 No.	5.00	kg.			
30.	Rewinding wire-28 No.	5.00	kg.			
31.	Rewinding wire-30No.	5.00	kg.			
32.	Rewinding wire-32 No.	5.00	kg.			
33.	Rewinding wire-34 No.	15.00	kg.			
34.	Rewinding wire-35 No.	50.00	kg.			
35.	Cu. Flexible wire 0.75 mm (90 mtr. Pkt.)	10.00	roll	Havell's/ Anchor		
36.	Cu. Flexible Wire 1.0 mm (90 mtr. Pkt.)	10.00	roll	Havell's/ Anchor		
				<b>Total in Rs. -</b>		
				Taxes (GST) in Rs. -		
				<b>Total Amount in Rs. -</b>		

\*Or any other substantially equivalent brand

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. **upto 19/06/2020 at 12.00 Noon.** Quotations duly sealed may be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT-Allahabad, Prayagraj. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Joint Registrar (Store & Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.**

**Note:**

1. FOR destination IIIT-Allahabad, Prayagraj.
2. Quoted rate should be valid at least for 60 days.
3. Enquiry must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
4. Supply should be completed within **2** weeks from the receipt of the Purchase order. If, the supply delayed beyond the stipulated time of completion of supply 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.



5. 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.
6. Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
7. 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.
8. 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, Prayagraj. 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.
9. Payment will be made within fifteen days after supply, inspection & satisfactory report from the indenter. No conditions/ clause with regard to interest etc. shall be entertained.
10. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
11. 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](http://www.iiita.ac.in) Intending tenderers are advised to visit [www.iiita.ac.in](http://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.
12. May feel free to contact on E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No.: 0532-2922061.
13. Kindly quote your Income Tax PAN No./TIN No., GST no. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
14. The lowest rate will not be the basis of claim to get the order.
15. All disputes are subject to Jurisdiction of Prayagraj Courts.
16. Kindly quote your email ID and Bank details etc.

**Joint Registrar (Store & Purchase)**



**Read and accepted**

**Signature & stamp of Bidder or  
Authorized Signatory**