



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Deoghat Jhalwa, Allahabad – 211 011 (U.P.), India

Ph: 0532-2922025, 2922000; Fax: 0532-2430006; Web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/DR(E)/Conv./2222/2015

Date: 07/10/2015

M/s.

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Ph. No.:

Sub: Quotation of Flex Banners & Signage's for 10th Convocation 2015

Dear Sir,

The Institute is intend to printing and supply of Flax Banners for 10th Convocation 2015. Kindly quote your rates for the supply and fixing of these items as per below mentioned specification.

Sl. No.	Item/Specification	Qty./ Total area	Unit rate in Rs. per square feet	Total Rs.
01	Flex Banner Various Sizes			
	a) With frame	400 Sqft.		
	b) Without frame			
Sl. No.	Item/Specification	Qty./ Total area	Unit rate in Rs. per square inch	Total Rs.
02	a) Signage of steel matching the existing ones (2ft. x 2ft.)	10 Nos.		
	b) Fixing charges			

The quotations are invited by courier or speed post with complete details of Specifications, Terms & Conditions etc. upto **19.10.2015 at 12:00 Noon**. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). 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. Preference will be given to the manufacturer.
3. Quoted rate should be valid at least for 30 days.
4. Enquiry must be quoted in prescribe format.
5. Quality, if not, found according to our sample specification, he supply will not be accepted.
6. Payment will be made within fifteen days after satisfactory report from users end.
7. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No.: **0532-2922051**.
8. Size/number of flex/signage may increase or decrease, payment will be made on actual basis, based on quoted rates.
9. 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.
10. The lowest rate will not be the basis of claim to get the order.
11. All disputes are subject to Jurisdiction of Allahabad Courts.
12. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any enquiry.
13. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this enquiry.

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information.