



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/ JR (S&P)/ 339/2017

Date: 23/11/2017

Enquiry Letter

M/s.....
.....
.....

Subject: Quotation for Purchase of Furniture at IIIT-A

Enquiry issue date: 23/11/2017

Last date of submission: 29/11/2017 at 12:00 noon

Dear Sir,


The Institute intends to Purchase of Furniture for which sealed quotations are invited as per following Details, Specification and format:

Sl. No.	Description of Items (As per Annexure – 1)	Unit	Qty.	Unit Rate (Rs.)	Amount (Rs.)
A.	RECLINER SOFA: Dream Laze with Relax, Sleep, Curl on or simply dream, Colour- Brown, Upholstery- Nappa Aire Leather,				
1.	3 Seater : (L) 1880mm x (D) 730mm x (H) 990mm	No.	1.00		
2.	2 Seater : (L) 1380mm x (D) 730mm x (H) 990mm	Nos.	2.00		
3.	1 Seater : (L) 820mm x (D) 730mm x (H) 990mm	Nos.	2.00		
B.	CENTRE TABLE MARBEL TOP: Material & Subtype- Marble & Solid Wood, Colour & Colour Family Brown - Walnut, Shape- Rectangular, Finish- Matte, Style- Contemporary, Dimension - (L)1300mm X (W)700mm X (H)430mm	No.	1.00		
C.	CORNER (SIDE) TABLE: Material & Subtype : Glass - Tempered Glass, Colour & Colour Family – Black, Shape – Square, Dimension - (L)425mm X (W)400mm X (H)570mm. Legs - Glass, Finish – Glossy, The side table has two concealed drawers. Dense tempered glass sheets are framed onto to the drawers with chrome bolts.	Nos.	3.00		
D.	COST ROUND TABLE GLASS: Material & Subtype Glass - Tempered Glass, Shape - Round Dimension - (Dia)800mm X (H)760mm Seating Capacity - 4 Seater, Legs – Steel, Finish – Glossy, Size – Compact, Style – Modern, Texture - Plain	No.	1.00		
E.	PRO CHAIR FOR ROUND TABLE: Material & Subtype – Leatherette, Colour & Colour Family- Beige / Beige(OR ANY CUSTOM COLOUR), Dimension - (L)420mm X (D)430mm X (H)1020mm , Seating Capacity - 1 Seater, Legs – Metal, Finish- Matte, Size- Compact, Style - Contemporary & Modern, Texture – Plain, Cushion Comfort- Medium, Seat & Back – Cushioned.	Nos.	4.00		
F.	SWING: Made of MS Pipe with suitable size and shape to hold the weight of up to 90Kgs. Including stable circular base. The swing designed for hanging with top . Swing made with M S Pipe with suitable shape and size having a width of 820mm and stitching with nylon string. Frame should be powder coated with a look of synthetic for the use of INDOOR & OUTDOOR both . The maximum height of holding hanger should not more than 2020mm and the ground clearance in between swing and frame should be adjustable.	No.	1.0		

You are requested to submit the most competitive quotation by courier/ speed post with complete details of Specifications, Terms & Conditions etc. up to **29/11/2017 till 12:00 Noon**. Quotations duly sealed in envelope superscripted "**Quotation for Purchase of Furniture**" may be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIT-Allahabad. Quotation should be addressed to Joint Registrar (S&P), IIT-Allahabad, Deoghat Jhalwa, Allahabad - 211015.

Terms and conditions:

1. F.O.R. destination at IIT-A, Deoghat, Jhalwa, Allahabad.
2. Preference will be given to Original Manufacturer/ authorized dealer. Enclosed the Manufacturer / Dealer Certificate.
3. GST registration of the supplier is compulsory.
4. Quoted rate should be valid at least for 60 days from the date of opening of the same.
5. Quotation must be quoted in prescribed format on the letter head of the firm duly signed & stamped in every page by the vendor otherwise quotation may be treated as cancelled.
6. Quoted rates should be basic rate for supply and taxes be mentioned separately.
7. The supply should be made within 4 weeks from the receipt of the Purchase Order. If, the supply delayed beyond the stipulated time of completion of supply penalty of 1% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
8. In view of wide publicity, the details are also available on our web site (www.iitaa.ac.in) may be seen.
9. Quality, if not found according to our specification as above and standard supply will not be accepted.
10. Guarantee/Warranty/replacement as applicable should be clearly mentioned in quotation and documents may be furnished along with bill.
11. Conditional quotation may not be considered.
12. Payment will be made within 15 days after satisfactory report from user end.
13. May free to contact on E-mail-info.purchase@iitaa.ac.in, ph. No: 0532-2922051.
14. Kindly quote and attach a copy of your Income Tax PAN No. / GST No. etc. as applicable mandatorily with submitting quotation.
15. The lowest rate will not be the basis of claim to get the order.
16. Kindly mention enquiry reference number, subject, due date, contact address etc. on envelope. Incomplete quotation will not be accepted.
17. Kindly quote your email id and bank details etc.
18. Director, IIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject or accept any quotation.
19. All disputes are subject to Jurisdiction of Allahabad Courts.


(Dr. Seema Shah)
Joint Registrar (S&P)

Copy to:

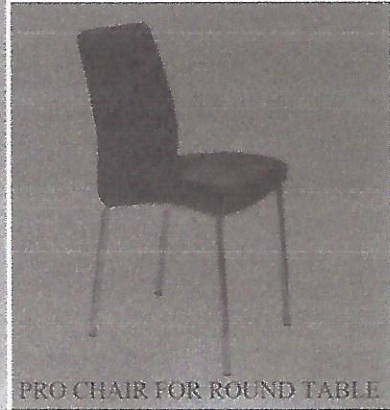
- Hon'ble Director for kind information pls.

ANNEXURE -1

4/5



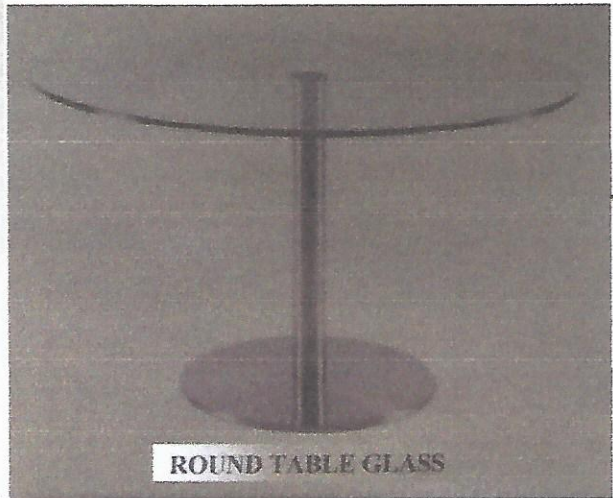
RECLINER SOFA SET NAPPA LEATHER



PRO CHAIR FOR ROUND TABLE



CORNER (SIDE) TABLE



ROUND TABLE GLASS



CENTRE TABLE WITH MARBEL TOP