



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)/302 /2017
Date: 03/11/2017

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for Equipments for the Music Society at IIIT-Allahabad

Enquiry issue date: 03.11.2017

Last date of submission: 23.11.2017 at 12:00 Noon

Dear Sir,

Institute intends to purchase the chemicals for which quotations are invited as per details given in below:-

Sl. No.	Instrument's Names	Qty.	Unit Rate in Rs.	Total Rs.
1.	Fender Bass Affinity Guitar	01		
2.	Ibanez GRG170DX Electric Guitar	01		
3.	Mapex Torando Drum Set	01		
4.	Sand Cajon	01		
5.	Crash Cymbal	01		
6.	D'Addario String Set	03		
7.	Splash Cymbal+ Stand	01		
	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 23/11/2017 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211012**.

Note:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 60 days.
3. Enquiry/tender must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
4. Supply within 4-5 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.
5. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
6. Quality, if not, found according to our specification as above and standards supply will not be accepted.

7. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this tender and to reject of accept any quotation.
8. Conditional quotation will not be considered in any case. They will be summarily rejected.
9. Payment will be made within fifteen days after receiving and satisfactory report from users end.
10. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
11. Kindly quote your Income Tax PAN No./TIN No., GST No.etc as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
12. Kindly quote your basis rates plus taxes (GST) separately on the quotation.
13. The lowest rate will not be the basis of claim to get the order.
14. All disputes are subject to Jurisdiction of Allahabad Courts.
15. Kindly mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.
16. Kindly quote your email ID and Bank details etc.



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

Copy to:

- Hon'ble Director for kind information.