



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A Deemed to be University Established under Sec.3 of UGC Act, 1956 vide Notification No. F.9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A center of excellence in Information Technology established by Ministry of HRD, Govt. of India)

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

Ph: 0532-2922025, 2922000; Fax: 0532-2430006, 2922144; Web: [www.iiita.ac.in](http://www.iiita.ac.in); E-mail: [contact@iiita.ac.in](mailto:contact@iiita.ac.in)

### Enquiry Letter

Ref. No. : IIIT-A/ENQ/DR(E)/ 406 2014  
Date : 21<sup>st</sup> May 2014

To,

M/s. ....  
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**Sub. : Quotation for Supply of J. K. Copier Paper**

Dear Sir,

Institute intends to purchase the “J.K. Copier Paper” for which quotations are invited as per details given in below:-

S.No.	Item Description	Qty.	Rate in Rs.	Total Rs.
1.	FS Size J. K. Copier Paper, 75 GSM	40 Boxes (400 Ream)		
2.	A4 Size J. K. Copier Paper, 75 GSM	50 Boxes (500 Ream)		
3.	A3 Size J.K. Copier Paper, 75 GSM	05 Boxes (25 Ream)		

You are requested to send the quotation by courier/speed post and also by email with complete details of specifications, terms & conditions etc upto **02/06/2014 till 6:00 PM. Basic rate, taxes and freight charges etc. should be quoted separately.** F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad. The Institute is exempted from custom and excise duty in terms of notification No. 51/96-Customs dated 23/07/1996 and No. 10/97-Central Excise dated 01/03/1997 and is an University established under M.H.R.D. Govt. of India. Certificate to this if, required, shall be provided by the Institute. Quotation should be addressed to DR (E), IIIT-A.

**Note :**

1. Preference will be given to the firm, if Manufacture/Sole distributor.
2. Quoted rate should be valid at least for 30 days.
3. Enquiry/tender must be quoted in prescribed format as above.
4. Quality, if not, found according to our specification as above and standards supply will not be accepted.
5. Payment will be made within fifteen days after satisfactory report from users end.
6. Fax/E-mail address/contact no. /Name of person to be contacted.
7. May feel free to contact on E-mail-[dr.e@iiita.ac.in](mailto:dr.e@iiita.ac.in), Ph. No. : **0532-2922051**.
8. 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.
9. If, the supply delayed beyond the stipulated time of completion of supply 10% penalty of the total cost may be imposed at the discretion of the competent authority.
10. The lowest rate will not be the basis of claim to get the order.
11. TDS @ 4% will be deducted at the time of payment as per letter no.-1240/P-7/TDS Deduction/13-14/Joint Commissioner (Karya Palak) Commercial tax Allahabad Division (B), Allahabad, Dated-17 October 2013.
12. All disputes are subject to Jurisdiction of Allahabad Courts.
13. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
14. It is mandatory to mention enquiry reference number, subject, matter of enquiry, due date, contact address etc. on envelop of your quotation. Incomplete Information will make the tender liable to rejection without opening of envelop.
15. Kindly quote your email ID and Bank details etc.

(Dr. Seema Shah)  
Deputy Registrar (E)

**Copy to:**

- Hon'ble Director for kind information.
- Deputy Registrar (A)