



# 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/ENQ/JR(S&P)/389/2017

Date : 15/12/2017

## Enquiry Letter

M/s.....  
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**Sub: Quotation for Online promotional campaign for MBA admission 2018.**

**Dear Sir,**

For MBA admission 2018, Institute intends to avail services for Online Promotional campaign for which quotation are invited as per specification and details given below:

Campaign Deliverables	Campaign Duration	Campaign Cost in Rs.
Online promotional campaign for MBA Admissions 2018: Sending promotional E-mails to MBA aspirants (CAT -2017 candidates) <b>Scope of work:</b> i. No. of E-mails to unique ids of active user: 0.75-2.00 Lac ii. No. of rounds for E-mail campaign: 3 rounds. iii. Any other complimentary services offered as part of promotion.	<b>04/01/2018 to 14/03/2018</b>	
<b>Total Amount-</b>		
Taxes (GST)-		
<b>Grand Amount-</b>		

You are requested to submit the quotation by courier/speed post/by hand with complete details of specifications, terms & conditions etc. **latest by 28/12/2017 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 etc. must be quoted separately.

**Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.** Quotation should be addressed to **Joint Registrar(S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015.**

### Note-

1. Quoted rates should be valid at least for 30 days.
2. Kindly quote & attach a copy of your income tax PAN No. / GST no. etc. mandatory on the quotation raised by you. If PAN no. not quoted, 20% TAX will be deducted at source.
3. Payment will be made on the actual basis as per item received against the supply order.
4. May feel free to contact on e-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No: 0532-2922051.
5. 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.

6. 50% Payment will be released after first round of campaign and balance 50% after completion and satisfactory report from the concern official.
7. The lowest rate will not be basis of claim to get the order.
8. Director IIIT-A reserves to right to reject or accept any tender.
9. All disputes are subject to the jurisdictions of Allahabad.



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