



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref no. IIIT-A/JR(S&P)/303 /2016

Date: 31/10/2016

## Enquiry Letter

M/s. ....

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Ph. No.: .....

### Sub: Enquiry for purchase of Honda City VX (O) MT (Petrol), Color-white

Enquiry issue date: 31.10.2016

Last date of submission: 09.11.2016 at 12:00 Noon

Dear Sir,

Institute intends to purchase the "**Honda City VX (O) MT (Petrol), Color-white**" for which quotations are invited as per details given in below:-

Sl. No.	Specifications	Qty.	Offset Price (Rs.)	Offered Price (Rs.)
1.	<b>Purchase of Honda City VX (O) MT (Petrol), Mileage (Petrol) : 14.5 KMPL</b>	01		
	<b>Total Amount (Ex-Showroom price) -</b>			
	Complete Insurance (One Year)-			
	Extended warranty (Two Year)-			
	Road Tax & Registration (P.R.)-			
	Others charges (TCS, RSA, etc.)			
	<b>Grand Total-</b>			

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **upto 09.11.2016 at 12:00 Noon**. Quotations duly sealed also may also 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 30 days.
3. Discounted offers if any should be provided by the agency.
4. Enquiry must be quoted in prescribed format on the letter head of the firm/vendor otherwise quotation may be rejected.
5. Supply within 1 weeks from the receipt of the Purchase order.
6. Quality, if not, found according to our specification as above and standards supply will not be accepted.
7. Replacement Guarantee and Warranty as applicable should be clearly mentioned in quotation and documents may be furnish along with bill.
8. Director, IIIT-A reserves the right to alter/ modify any or all conditions of this enquiry and to reject or accept any quotation.
9. Conditional quotation will not be considered in any case. They will be summarily rejected.
10. Payment will be made against invoice/delivery and test drive of vehicle.
11. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051,2217.
12. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.

13. Agencies/Dealers are required to submit EMD of Rs.25,000/- in a form of Demand Draft/FDR in favour of "Indian Institute of Information Technology Allahabad" payable at Allahabad.
14. The lowest rate will not be the basis of claim to get the order.
15. All disputes are subject to Jurisdiction of Allahabad Courts.
16. The Competent Authority reserves the right to relax any of the enquiry conditions.
17. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after delivery of vehicle.
18. Kindly mention enquiry reference number, subject, due date contact address etc on envelopes. Incomplete quotation will not be accepted.



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

**Copy to:**

- Hon'ble Director for kind information.