



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/DR(S&P)/ 329 /2016
Date: 15/11/2016

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for purchase of Filing Cabinets.

Enquiry issue date: 15.11.2016

Last date of submission: 25.11.2016 at 12:00 Noon

Dear Sir,

Institute intends to purchase the "**Filing Cabinets**" for which quotations are invited as per details given in below:-

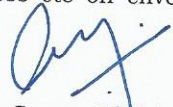
Sl. No.	Specifications	Qty.	Unit rate in Rs.	Total Rs.
1.	Supply of Filing Cabinet Specification: The overall size shall be of 27" x 15" x 23" made of MS sheet with 2 drawer & 1 file cabinet with powder coating out of MS sheet of 20 gauge.	03		
	Total Amount -			
	Taxes if any-			
	Grand Total-			

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **upto 25.11.2016 at 12:00 Noon**. Quotations duly sealed also may also be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Deputy 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 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. 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 tender and to reject of accept any quotation.
9. Conditional quotation will not be considered in any case. They will be summarily rejected.
10. Payment will be made within fifteen days after receiving and satisfactory report from users end.
11. May feel free to contact on E-mail-info.purchase@iiita.ac.in, Ph. No. : 0532-2922051.
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. 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 envelops.
Incomplete quotation will not be accepted.
16. Kindly quote your email ID and Bank details etc.



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

Copy to:

- Hon'ble Director for kind information.