



भारतीय सूचना प्राधिका सस्थान, 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/DR(S&P)/ /2017
Date: 14/09/2017

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for Purchase of Ceiling Fans at IIIT-A

Enquiry issue date: 14/09/2017

Last submission date: 03.10.2017 at 12:00 Noon

Opening of Bid: 03.10.2017 at 4:00 PM

Dear Sir,

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

Sl. No.	Item Description	No. of Fans	Brand	Unit Rate (Rs.)	Amount (Rs.)	GST (Rs.)	Total Amount (Rs.)
1.	Ceiling Fan for Heavy duty Performance	100	Crompton				
2.			Havells				
3.			Orients				
4.			Usha				

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **up to 03/10/2017 at 12:00 Noon**. Quotations duly sealed in envelope superscripted "**Quotation for Purchase of Ceiling Fans**" may 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**.

Terms & Conditions:

1. Rates inclusive of GST rates as applicable should be quoted separately.
2. F.O.R destination at IIIT-A, Jhalwa Campus, Allahabad.
3. Quoted rates should be valid at least for 60 days.
4. Quotation must be quoted in prescribed format.
5. Payment will be made within fifteen days after delivery and specification.
6. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No: 0532-2922051.
7. Kindly quote 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.
8. The lower rate will not be the basis of claim to get the order.
9. If the supplied items not found according to the specifications and quality as per order, it will not be accepted.
10. Supply of the above items must be completed within 2 weeks from the date of receipt of the order. If the supply delayed beyond the stipulated time of completion of the supply, penalty of 10% of the total cost may be imposed at the discretion of the competent authority.
11. Quantity may increase or decrease, payment will be made on the actual basis as per quoted rates.
12. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
13. Director, Indian Institute of information Technology, Allahabad reserves the right to reject or accept any tender.
14. All disputes are subject to the jurisdictions of Allahabad.

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

- Copy to: Hon'ble Director for kind information.