



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; E-mail: contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/ENQ/DR(E)/ 111 /2014

Date: 15/04/14

M/s.

.....

.....

Ph. No.:

Sub: Quotation for Supply of Cleaning Items

Dear Sir,

The Institute intends to purchase “**Cleaning Items**” for which quotations are invited as per specification and details given in Enclosed Annexure-I. You are requested to send the quotation by courier/speed post and also by email with complete details of specifications, terms & conditions, warranty/guarantee etc. up to **29.04.2014 at 6:00 p.m.** Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Please indicate any promotional benefit offered for above product to the Educational Institution.

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 **Annexure-I**.
4. Quality, if not, found according to our specification, the 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, Ph. No. : **0532-2922051**.
8. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
9. 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.
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, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
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)



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; E-mail: contact@iiita.ac.in

Annexure -I

S.No.	Name	Make/ Brand	Quantity	Unit rate in Rs.	Total Rs.
1	Acid (Large size)	Any Good Make	199 nos.		
2	Kapoor goli	Any Good Make	171 pkt.		
3	Room freshner (125g)	Any Good Make	63 nos.		
4	Toilet brush	Any Good Make	33 nos.		
5	Braso (medium size)	Any Good Make	8 nos.		
6	Toilet paper	Any Good Make	31 nos.		
7	Phynail (Large size)	Doctor Brand or Any Good Make	218 nos.		
8	Colin (Large Size)	-	81 nos.		
9	Pocha	-	189 nos.		
10	Odonil	-	295 pkt.		
11	Nirma (01 kg)	-	115 kg		
12	Vim (01 kg)	-	97 kg		
13	Harpik (500 G)	-	29 nos.		
14	Broom seek	-	107 nos.		
15	Phool broom	-	96 nos.		
16	Wiper (Large Size)	-	35 nos.		
17	Old Dhoti	-	103 nos.		
18	Good night machine+ refill	-	40 nos.		

(Dr. Seema Shah)
Deputy Registrar (E)