



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A 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; Web: www.iiita.ac.in; E-mail: contact@iiita.ac.in

Enquiry Letter

Ref: IIIT-A/DR(E)/3992/2014
Date: 05/03/14

M/s.

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Ph. No.:

Sub: Quotation for Procurement of Office Items.

Dear Sir,

The Institute is intend to printing and supply of "**Office Items**" for Institute. Kindly quote your rates for the supply of these items as per below mentioned specification.

Sl. No.	Item/Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Office file with Institute Address Printing	5000		
2.	Plastic Folder with Institute Address Printing	5000		
3.	File Holder (File Board)	2000		
4.	Note Sheet with Institute Address Printing	100 pack		

The quotations are invited by courier/speed post and also by e-mail with complete details of Specifications, Terms & Conditions, Warranty/Guarantee etc. upto **13.03.2014 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

Note:

- * Preference will be given to the firm, if Manufacture/Sole distributor.
- * Quoted rate should be valid at least for 30 days.
- * The sample & Printing matter of above shall be provided by the Institute.
- * The Sample of above items may be seen from Institute office upto 12.03.2014 (9:00AM to 6:00PM)
- * Enquiry/tender must be quoted in prescribed format as above.
- * Quality, if not, found according to our sample specification, the supply will not be accepted.
- * Payment will be made within fifteen days after satisfactory report from users end.
- * Fax/E-mail address/contact no. /Name of person to be contacted.
- * May feel free to contact on E-mail-dr.e@iiita.ac.in, Ph. No. : **0532-2922051**.
- * Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
- * 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.
- * The lowest rate will not be the basis of claim to get the order.
- * 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.
- * All disputes are subject to Jurisdiction of Allahabad Courts.
- * Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- * Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- > Hon'ble Director for kind information.
- > Dr. Asheesh Kumar, Deputy Registrar (M)