



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

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/ENQ/Purchase/1477/2/80/2024
Date: 06/02/2024

Enquiry Letter

M/s.

.....

Ph. No.:

Sub: Quotation for refilling of Gas Cylinders at IIIT-A.

Enquiry issue date : 06/02/2024.

Last submission date : 20/02/2024 upto 12:00 Noon

Opening of Bid : 20/02/2024 at 4:00 PM

Dear Sir,

Institute intends refilling of Gas Cylinders at IIIT-A, for which quotations are invited as per details given in below, kindly submit your quotation in prescribed format as follows:

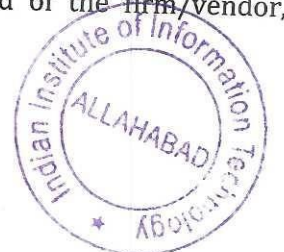
Sl. No	Refilling Type of the Gas	Unit	Qty.	Unit/Rate (Rs.)	Amount (Rs.)
1.	Argon Gas Cylinders	Nos.	03		
2.	Helium Gas Cylinders	Nos.	03		
Transportation Charges -					
Total -					
Taxes (GST @) -					
Grand Total-					

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 20/02/2024 at 12:00 Noon**. Quotations duly sealed 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. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj -211015.**

Note:

1. FOR destination IIIT-Allahabad, Deoghat Jhalwa, Prayagraj.
2. Quoted rate should be valid at least for 45 days from the last date of submission of tender.
3. Tenderer should submit GSTIN registration copy with quotation.
4. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
5. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.
6. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation shall be rejected outright.



7. Refilling of Gas Cylinders should be completed within 01 week from the receipt of the work order, If the work delayed beyond the stipulated time of completion penalty of 1% per week or part thereof of total cost shall be imposed at the discretion of Competent Authority. The penalty may be upto 10% of the total accepted bid value.
8. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both the parities. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered.
9. The right to accept or reject any tender/quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
10. Payment will be made within fifteen days after completion of work and satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
11. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
12. Tenderers may feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for any queries.
13. The lowest rate will not be the basis of claim to get the order.
14. All legal disputes shall be subject to Jurisdiction at courts at Prayagraj.


Prepared by


Joint Registrar (S&P)

Read and accepted.

Signature & stamp of Bidder or
Authorized Signatory

Copy to:

- PS to Director for kind information.