



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)/461/2014

Date: 25/07/14

M/s.

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Ph. No.:

Sub: Quotation for Procurement of "Office Almira and File Cabinet".

Dear Sir,

The Institute is intend to purchase of "**Office Almira and File Cabinet**" for IIIT-A Campus. 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.	<u>Steel Almira:</u> a) The overall size shall be of 910x490x1900mm made of MS sheet with 5 shelves with cream color in attractive powder coated. b) The body, legs & shelves shall be made of 1mm nominal thick MS, sheet and back shall also be of 1mm nominal thick MS sheet. c) MS sheet shall be painted internally and externally with two coat of approved shade of synthetic enamel paint over a coat of red oxide primer. d) Locking arrangement shall be provided with duplicate keys. e) Handles shall be of non-ferrous metal alloy with chrome plated and lock shall be of good make. f) Finish: All MS/CRCA members shall be Pre-treated with epoxy coating. Door 20 gauge and body and shelves 22 gauge.	12		
2.	<u>4 DWR Vertical Filling Cabinet</u> a) The overall size shall be of 1320 mm x 470 mm x 620mm made of MS sheet with 4 shelves with cream color in attractive powder coated. b) Reinforced corners to withstand severe impact. c) High quality enamel paint coating. d) Double extension telescopic or equivalent slides of good quality with heavy duty ball bearings for easy movement of the drawers. e) State-of-the-art anti-corrosion treatment for all steel components. f) DWR 20 gauge and body and shelves 18 gauge.	6		

The quotations are invited by courier/speed post and also by e-mail with complete details of Specifications, Terms & Conditions, Warranty/Guarantee etc. upto **05.08.2014 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.

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 above.
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.



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6. May feel free to contact on E-mail-dr.e@iiita.ac.in, Ph. No. : **0532-2922051**.
7. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
8. 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.
9. The lowest rate will not be the basis of claim to get the order.
10. 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.
11. All disputes are subject to Jurisdiction of Allahabad Courts.
12. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
13. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.
14. It is mandatory to mention enquiry reference number, subject, matter of enquiry, due date, contact address etc. on envelop of your quotation. Incomplete Information will make the tender liable to rejection without opening of envelop.
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)