



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

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Ref no. IIIT-A/ SP/NIT/2044 /2865/2026
Date:20/08/2026

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for "Replacement of False ceiling of VH-2" at IIIT-A

Enquiry issue date: 20/08/2026

Last submission date: 27/08/2026 up to 03:00 Noon

Opening of Bid : 27/08/2026 at 03:30 PM

Dear Sir,

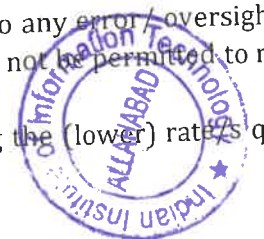
The Institute intends to procure " Replacement of False ceiling of VH-2 at IIIT-A" for which quotations are invited as per the details given in below, kindly submit your quotation in the prescribed format as follows:

Sl. No	Description of Work	Qty.	Unit	Price(Amount In Rs.)
1.	Dismantling of existing damaged false ceiling and preparation of site to complete the work in all respect as per the direction of EIC	375	Sqft	
2.	Replacement of Damaged False Ceiling with New Galvanized Iron Wire Mesh False Ceiling Covered with a Layer of Plaster of Paris to Be Hanged on G. I. Channels to complete the work in all respect as per the direction of EIC	375	Sqft	
	GST @ (in Rs.)			
	Total amount (in Rs.)			

Quantities may Vary +- 10%

Terms and Conditions:

- FOR destination IIIT-Allahabad, Deoghat Jhalwa, Prayagraj.
- Rates quoted shall be inclusive of all Taxes, etc, but shall be shown separately.
- Rates should be inclusive of all other items such as transportation, scaffolding etc(if required).
No extra payment will be made from the IIIT-A.
- GST should be quoted as per the Government norms. In case, due to any error / oversight, the GST quoted by the bidder is less than the actual rate, the bidder will not be permitted to rectify the error/oversight.
- The orders/ contract will be placed for the total amount, including the (lower) rates quoted by the bidder.



6. **Validity of quotation:** Quotation must be valid for a minimum of **30 days** from the date of opening of tender.
7. Rates must be quoted in the prescribed format.
8. Evaluation of offers will be made on the basis of the total amount of all items, inclusive of all charges, taxes, duties, etc., for the indicated quantity in the format. The rate for all the items is to be quoted by the Bidder.
9. The vendor should have experience in providing similar types of works during the last three years (attach documentary evidence).
10. Subletting in any form will not be allowed.
11. Tenderers are requested to submit the quotation by courier/speed post in a **one-bid system with complete details of specifications, terms & conditions**, etc. Quotation should be in one separate sealed envelopes, placed in a single envelope with the name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Deputy Registrar (Store & Purchase), IIIT- Allahabad, upto-**27/08/2026, 03:00 PM**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (Store & Purchase) Admin west wing IIIrd Floor, IIIT-Allahabad. Basic rate, taxes and other charges if applicable, etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that the tender document will not be accepted after the expiry of the stipulated date and time for the purpose.
12. All Tenders should be addressed to "**Deputy Registrar (Store & Purchase), Indian Institute of Information Technology, Allahabad, Devghat, Jhalwa, Prayagraj-211015 (U.P.) India**".
13. Vendors are required to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of the Bid. Please carry the same original proof of identity for verification purposes at the time of opening of tender/enquiry. If the date fixed for the opening of bids is subsequently declared as a holiday by the Government, the revised date of the schedule will be notified. However, in the absence of such notification, the bids will be opened on the next working day at 03:30 PM.

For any queries regarding the tender, please send an email to info.purchase@iiita.ac.in. No other medium of query will be entertained.

14. Payment schedule:

-  Payment shall be made within 15 days after the completion of the work and satisfactory report of the Indenter.

15. Tenderer should submit the GSTIN registration copy with the quotation.
16. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
17. Tenderers are requested to quote all the items as mentioned above, failing which the quotation will not be considered.
18. Enquiry/tender must be quoted in the prescribed format on the letterhead of the firm/vendor; otherwise, the quotation shall be rejected outright.
19. **Completion Period:** Work should be completed within 15 days from the receipt of the work order. If the work is delayed beyond the stipulated time of completion, a penalty of 1% per week or part thereof of the total cost shall be imposed at the discretion of the competent authority. The penalty may be up to 10% of the total accepted bid value.
20. If it is found that items are fake or of sub-standard quality and do not conform to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine quality ones immediately. Additionally, they will also be liable to be blacklisted.
21. Conditional quotations are liable to be rejected. In the event of acceptance, the Director's decision shall be final and binding on both parties. The rates should be quoted as per our required specifications. The quotation, which is not as per our required specifications, will not be considered.
22. The right to accept or reject any tender/ quotation, partially or wholly, including the 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 T&Cs.

23. **Tenderer should take into account any corrigendum published on the Institute Website before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of the tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of the corrigendum.**
24. Tenderers may feel free to contact the Purchase Section through E-mail- info.purchase@iiita.ac.in (Ph. No. : 0532-292-2064) for any queries.
25. The lowest rate will not be the basis of the claim to get the order.
26. All legal disputes shall be subject to the Jurisdiction of the courts at Prayagraj.


20/8/2026
Prepared by

Deputy Registrar (Store & Purchase)

Read and accepted.

Signature & stamp of
Bidder or
Authorized Signatory

