



THE QUOTATION MUST BE SENT IN A SEALED COVER SUPERSCRIBED
WITH OUR REFERENCE NO. & DUE DATE OF OPENING FAILING WHICH
THE QUOTATION WILL BE RENDERED INVALID

Phone : 011-26591726-27
Fax : 011-26597131
E-Mail : drstores@admin.iitd.ac.in

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

NIQ NO. IITD/

DATE:

To,

DUE DATE : 6/2/2013

NOTICE INVITING QUOTATION

Sirs,

Please send your quotation against each of the following items to the undersigned in a sealed cover superscribed with our Reference No. & Due date of opening:-

Sl. No.	Name of article & full specification	Unit	Qty.	Remarks
A. Stationary Items				
1	Glue Stick 15 gms	Nos.	100	
2	Gum Bottle 300 ml	Nos.	100	
3	Glass Tumbler 250 ml	Nos.	300	
4	Flag Self Stick 3 Colour	Nos.	200	
5	Paper Cutter size 6"	Nos.	500	
6	Fluid White with Thinner	Nos.	100	
7	Permanent Marker Black	Nos.	100	
8	Stapler (10 No) Small	Nos.	100	
9	Envelop(Printed) white 10" x 4 1/2" with window	Nos.	50000	
10	Envelop(Printed) without window 10" x 4 1/2"	Nos.	10000	
11	Tag 6" White Good Quality	Nos.	50000	
B. Paper Items				
12	Photocopier Paper A4 Size 210x297 mm(500 Sheets per ream) 75 GSM Net weight 2.34 kg	Ream	1000	
13	File Board size 9 3/4" x 13 3/4", brown craft paper pasted on it, bilingual printing (IITD) Indian Institute of Technology Delhi, binding cloth and four binding cloth corner 2 1/2" x 2 1/2", white lace of 33" length	Nos.	2000	
14	File Cover(Printed) Size 35 1/2 x 24 cm, weight 90 gms	Nos.	5000	
15	Peon Book, 100 pages (Printed & Bound)	Nos.	100	
A sample can be checked from Store Purchase Section				

The quotation will be received by the office of the undersigned upto 3.00 p.m. Quotation received later than 3.00 p.m. on due date are liable to be ignored.

- Note : (1) The terms & Conditions for submitting the quotation are given in the next page which must be carefully read while submitting the quotations.
(2) The quotation will be opened by the PC constituted by the competent authority at 3:30 PM in the o/o the DR(Stores) on the due date.

Deputy Registrar (Stores)
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016

TERMS & CONDITIONS TOWARDS SUBMISSION OF QUOTATION

- 1) **DELIVERY** : The rates quoted must be for free delivery/F.O.R. IIT Delhi after allowing the discount, if any.
- 2) **TERMS OF PAYMENT** : Normally payment will be made within 30 days after receipt of goods in sound condition through RTGS.
- 3) **TAXES & RATES** : The price quoted should be inclusive of all Taxes and quoted both in figures and words.
- 4) **INSTITUTE RIGHTS** : Institute reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing the quantities is also lies with the Institute.
- 5) **VALIDITY OF QUOTATIONS** : Quotation will be valid for 3 months from the last date of receipt of quotation unless otherwise stated.
- 6) **CORRESPONDENCE** : No correspondence regarding acceptance/rejection of quotation (s) will be entertained.
- 7) **SAMPLES** : Sample where asked for, should invariably be made available and sent along with the quotations.
- 8) **METHOD OF SUBMISSION OF QUOTATIONS** : Quotations should be sent in a sealed cover marked at the top "N.I.Q, REFERENCE NO. _____ AND DUE DATE" otherwise these will not be considered.
- 9) **DISCOUNT/REBATES** : Special discount/rebate wherever admissible keeping in view that the supplies are being made for Educational purpose in respect of Public Institution of National importance may please be indicated.
- 10) **PAN/TIN Number** : All the vendors should provide their PAN/TIN number without which, quotation will be rejected.
- 11) **REJECTION** : Quotation not conforming with the set procedure as above will rejected.

A handwritten signature in blue ink is located at the bottom right of the page, with the date '31/1/17' written below it.