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

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

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI–110016

NIQ NO. IITD/CS-I/ISPS/ 233

DATE: 26/02/2013

To,

DUE DATE : 05/03/2013

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
1	Glue Sticks	Nos.	25	
2	Plastic folders	Nos.	250	
3	Colored Tape 1" Dia (Red)	Nos.	5	
4	Colored Tape 1 ½" Dia (Green)	Rolls	5	
5	Colored Tape 1 ½ " Dia (Brown)	Rolls	5	
6	Colored Tape 2" Dia (Green)	Rolls	5	
7	Colored Tape 2" Dia (Brown)	Rolls	5	
8	Colored Tape 2" Dia (Black)	Rolls	5	
9	Binder Clips 15mm size	Pkts	10	
10	Binder Clips 19mm size	Pkts	10	
11	Binder Clips 25mm size	Pkts	5	
12	Binder Clips 41mm size	Pkts	5	
13	Stapler 5/8"	Pkts	5	
14	**Stapler 3/8"**	Pkts	5	
15	Stapler ½"	Pkts	5	
16	Stapler 24/6	Pkts	5	
17	Colored Paper (Pink)	Reams	5	
18	Colored Paper (Blue)	Reams	5	
19	Colored Paper (Green)	Reams	5	
20	Colored Paper (Yellow)	Reams	5	

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, REFENENCE 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 and TIN number without which, quotation will be rejected.
11)	**REJECTION**	**:**	Quotation not conforming with the set procedure as above will rejected.