

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/CS-I/ISPS/ 338

DATE: 15/03/2013

To,

DUE DATE : 19/03/2013

### 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	Salary Pay Slip Print 1 X 3 Pay Slip each sheet of continuous Paper, Quality of Paper 80 GSM, Century make (1x1000 sheet each Bundle), size: 12"x15"x1 Part  Printing of Pay Slip Sample may be collected/Seen from Central Store-I Room No.MZ-114, IIT Hauz Khas, New Delhi-110016	Bundle	12	For A/Cs.

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