

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
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INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

NIQ NO. IITD/CS-I/ISPS/944

DATE: 01/07/2013

To,

DUE DATE : 08/07/2013

NOTICE INVITING QUOTATION

Sirs,

Sealed quotations are invited against each of the following items. The quotation should be superscribed with the above Reference No. & Due date of opening:-

Sl. No.	Name of article & full specification	Unit	Qty.	Remarks
1	File Cover	Nos.	250	
2	File Board	Nos.	200	
3	Sketch Pen (Black, Blue & Green)	Pkts.	02	02 Pkts. each
4	Brown Cello Tape (2" Wide) (Good Quality)	Nos.	10	
5	Scissors (Big and Medium size)	Nos.	1+1 Set	
6	Gum Bottles (Medium size)	Bottle	02	
7	Stapling Machine	Nos.	05	
8	Xerox Paper A-4 Size	Ream	25	
9	Envelope A-4 Size (with cloth)	Nos.	200	
10	Highlighter (Multi Colour) (Fresh)	Pkt.	02	
11	Fevi Stick Super	Nos.	10	
12	Natraj Pencils	Nos.	20	
13	Awl Pins	Pkt.	6	
14	Room Freshner (Good Quality)	Nos.	02	
15	Add Gel Pen (Black & Blue)	Nos.	50	
16	Ball Point Reynold Pen (Blue & Black)	Nos.	24	
17	Flags in 3 Colour	Pkt.	4	
18	Ribbon Cartridge (WEP)	Nos.	4	
19	Big & Small Yellow Colour Slips	Pkt.	04	04 Pkts. each
20	Cello Tape Cutter (Big)	Nos.	01	

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 be rejected.