

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

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# INDIAN INSTITUTE OF TECHNOLOGY DELHI

## HAUZ KHAS, NEW DELHI-110016

NIQ NO. IITD/CS-I/ISPS/ 1127

DATE: 12/08/2013

To,

DUE DATE : 16/08/2013

### 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 2 side printed with Bilingual, Printed As per sample, size 35 <sup>1/2</sup> x24 CM, weight 90 gms corner hole and cloth pasting	Nos.	10000	Samples can be checked from the Office of Central Store-I, IIT Delhi.
2	File Board a: size 9 <sup>3/4</sup> x13 <sup>3/4</sup> , b: Brown craft paper pasted on it, c: Bilingual printing(IITD), d: binding cloth, and four corner binding cloth size 2 <sup>1/2</sup> " x 2 <sup>1/2</sup> ", e: white lace of 33" length	Nos.	10000	
3	Later Head 75 GSM single color printed (100 sheet each Pad)	Pad	30	
4	Peon Book page 192 as per sample	Nos.	200	
5	Issue Vr. Pad Large size as per sample printed	Pad	100	
6	Dispatch Register as per sample printed 500 pages	Nos.	100	
7	Envelop plain A4 size(10x12) brown single color Printed	Nos.	5000	
8	Envelop plain big size(12x15) brown single color printed	Nos.	5000	
9	Attendance Register, 200 pages	Nos.	300	
10	Supply order Continuous paper, 60 GSM (10x12x1) Single color	Ream	50	
11	P R form continuous paper with carbon 60 GSM as per sample Size (10x12x2 part) single color print	Ream	50	

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.