

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/ 1720

DATE: 21/08/2014

To,

DUE DATE : 04/09/2014

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	Continuous Computer Stationery 10x12x1 part, 80 GSM (1 Ream=1000 sheet)	Ream	06	
2	Continuous Computer Stationery 10x12x3 part, (1 part = 70 GSM, other part = 60 GSM) (1 Ream=500 sheet)	Ream	05	
3	Import Order (Continuous Sheet size 10x12x1 Part, 60 GSM) (1 Ream=1000 sheet)	Ream	05	
4	Letter Head (Executive Bond paper, A4 size, 80 GSM, two colour print) (1 Pad= 100 sheets)	Pad	20	
Sample may be seen from Neelam Jain, Superintendent, Store Purchase Section, Room No.AD-112, IIT Hauz Khas, New Delhi-110016				

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.