NOTICE INVITING QUOTATION

Sirs,

Please send your quotation to the undersigned in a sealed cover superscribed with our Reference No. & Due date of opening:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of article &amp; full specification</th>
<th>Unit</th>
<th>Qty.</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer paper Size 10&quot; x 12&quot; 80 GSM (Single Paper) 1000 sheets per Ream.</td>
<td>Ream</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

The quotation will be opened by the undersigned in his office at 3.30 p.m. in the presence of attending Tender. Quotations 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 on the reverse which must be carefully read before submitting the quotations.
2. Quotations other than those addressed will not be entertained.

Deputy Registrar (Stores)
Indian Institute of Technology
Hauz Khas, New Delhi - 110 016
TERMS & CONDITIONS COVERING SUBMISSION OF QUOTATIONS

1) DELIVERY
   The rates quoted must preferably be for free delivery/F.O.R. Delhi after allowing the discount, if any.

2) TERMS OF PAYMENT
   Our normal terms of payments within 30 days after receipt of stores in sound condition by means of a cheque.

3) LOCAL OFFICES
   Firms located outside Delhi, having their local Branch Office at Delhi will supply the material through their Delhi Office.

4) TAXES
   No Sales Tax concession under Form ‘C’ and ‘D’ is admissible to this Institute. Please charge full sales tax/CST.

5) DIRECTORS RIGHTS
   Director reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities demanded also vests with him.

6) VALIDITY OF QUOTATIONS
   Quotations will be considered valid for 3 months from the date of receipt unless otherwise stated.

7) CORRESPONDENCE
   No correspondence regarding acceptance/rejection of a quotation will be entertained.

8) SAMPLES
   Samples where asked for, will invariably be made available and sent along with the quotations.

9) METHOD OF SUBMISSION OF QUOTATIONS
   Quotations should be sent in a sealed cover marked at the top "OUR N.I.Q. REFERENCE AND DUE DATE FOR OPENING" as otherwise these will not be considered.

10) REJECTION
    Quotation not conforming to the set procedure as above will be rejected.

11) 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.