

PC no 17510 on 17/8/14

UNDER CERTIFICATE OF POSTING

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

Telegram : TECHNOLOGY
Phone : 6669797026
Fax : 91-11-6862037
Telex : 31-73087 IITD IN
: 31-61460 IITD IN



INDIAN INSTITUTE OF TECHNOLOGY, DELHI

HAUZ KHAS, NEW DELHI - 110 016

NIQ NO. IITD/ SP/CSJ/2014

DATE 16/8/14

To,

[Redacted box for recipient name]

DUE DATE: 24/8/14

NOTICE INVITING QUOTATION

Sirs,
Please send your quotation 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.	Remark
1	Computer Paper Size 10"X12" 80GSM.(Single Paper) 1000 sheets P. Ream.	Ream	30	

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 overleaf 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

Handwritten signature and date 17/8/14

TECHNOLOGY
 11-11-2002
 11-11-2002
 11-11-2002

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 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.

Sl. No.	Particulars	Remarks
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.

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For the IIT Delhi website