Phone : 011-26591726-27
Fax : 011-26597131
E-Mail : drstores@admin.iitd.ac.in

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

INDIAN INSTITUTE OF TECHNOLOGYDELHI

HAUZ KHAS, NEW DELHI–110016

NIQ NO. IITD/ISPS/458 DATE: 16/02/2015

To,

DUE DATE : 23/02/2015

NOTICE INVITING QUOTATION

Sirs,

Quotation are invited from the Official Medal Manufacturers / Goldsmith located in Delhi to supply Gold/Silver medals. 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 Examination Answer Sheet (4 pages per set) All pages numbered with 2 pin stapling. A: Single Colour Printing on the front pages. B: Inside pages single colour ruling on the rest of the pages (70 GSM) Kindly mention the paper make at a sample paper be attached along with the quotation. (Sample can be checked from the office of Sh. Kamla Prasad (Room No. AD- 111) Admin Block)	Each	50,000	

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
HauzKhas, New Delhi – 110016

TERMS & CONDITIONS TOWARDSSUBMISSION 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, REFENENCE 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 withthe set procedure as above will rejected.