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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of article &amp; full specification</th>
<th>Unit</th>
<th>Qty.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VIP Gowns with Hoods for Dry Cleaning with pressing</td>
<td>Nos.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Faculty Gowns for Dry Cleaning</td>
<td>Nos.</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Faculty Hoods for Dry Cleaning</td>
<td>Nos.</td>
<td>260</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>UG and PG Gowns for washing and pressing</td>
<td>Nos.</td>
<td>1474</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>UG and PG Hoods for washing and pressing</td>
<td>Nos.</td>
<td>1639</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ph.D. Gowns for washing and pressing</td>
<td>Nos.</td>
<td>204</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ph.D. Hoods for washing and pressing</td>
<td>Nos.</td>
<td>214</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Gowns Student for rehearsal with Dry cleaning and pressing</td>
<td>Nos.</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Flags IIT, Hostel and National for washing and pressing</td>
<td>Nos.</td>
<td>190</td>
<td></td>
</tr>
</tbody>
</table>

Note: For any queries kindly contact Mr. Kamla Prasad Room No.AD-111
Contact No.011-26597154

Remarks: Quantity may vary

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 rejected.