



INDIAN INSTITUTE OF TECHNOLOGY, DELHI

HAUZ KHAS, NEW DELHI - 110 016

NIQ NO. IITD/ SPS/CS/1

DATE 27/10/11

To,

DUE DATE: 3/11/11

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.	<p>Major Examination Answer Sheet (16 pages per set) All pages numbered with 2 line stapling</p> <p>A: front page 2 color with printing. (Logo + typed text)</p> <p>B: Inside pages Single Color (Light gray) ruling on the rest of the pages (7058M)</p> <p><u>As per sample: kindly attached sample of paper.</u></p> <p>Note: Sample can be collected from Store - Purchase Section 1. I.T Delhi: Room No. AD-111 Contact Person: Kamla Prasad (011-26597154)</p>	Set	50,000	-

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

UNDER CERTIFICATE OF POSTING
 THE QUOTATION MUST BE IN A SEALED COVER
 SUPERSCRIBED WITH OUR REFERENCE NO. & DUE DATE OF
 OPENING WHICH THE QUOTATION WILL BE RENDERED
 INVALID

TELEPHONE
 66271726
 91-11-66271726
 91-11-66271726
 91-11-66271726
 91-11-66271726

INDIAN INSTITUTE OF TECHNOLOGY DELHI



TERMS & CONDITIONS COVERING SUBMISSION OF QUOTATIONS

120/32

- 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.	Name of article & full description	Unit	Quantity	Rate	Total
5)	DIRECTORS RIGHTS				
6)	VALIDITY OF QUOTATIONS				
7)	CORRESPONDENCE				
8)	SAMPLES				
9)	METHOD OF SUBMISSION OF QUOTATIONS				
10)	REJECTION				
11)	DISCOUNT/REBATES				

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.

Quotations will be considered valid for 3 months from the date of receipt unless otherwise stated.

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

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

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

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.

As per sample, sample attached

sample of paper

NOTE: Sample can be collected from Store - Purchase & Store 1.1.T Delhi, Room No. AD-111 Contact for: Kamal Khandelwal (011-26271726)

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