IN INDIAN INSTITUTE OF TECHNOLOGY, DELHI
HAUZ KHAS, NEW DELHI - 110 016

To,

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>Sl.No.</th>
<th>Name of article &amp; full specification</th>
<th>Unit</th>
<th>Qty.</th>
<th>Remark</th>
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<tbody>
<tr>
<td>1.</td>
<td>Computer paper Not Mat 50x71 cm (Size 20.5 cm x 25.5 cm) 80 GSM</td>
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<td>50</td>
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<td>(Return) 1/4 K/ Mati/ TN PL</td>
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<td>As per Sample</td>
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<td>Sample can be seen at IIT Delhi Store Purchase Section, IIT Delhi, Room no. AD-111</td>
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<td>Tel: 2657 7154.</td>
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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.
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 payment 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
   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.