**NOTICE INVITING QUOTATION**

**PROCUREMENT OF CEILING FAN**

Executive Engineer invites sealed quotations from the genuine firms/dealers for the material given below required at this Institute.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ceiling Fan 1200 mm &amp; 1100 mm complete with new motor &amp; blades suitable for operation on 150 W single phase to supply. Maker-Crompton High Speed/Usha Striker/Havells</td>
<td>nos</td>
<td>72.000</td>
</tr>
<tr>
<td>2</td>
<td>Ceiling Fan 55&quot; (1100 mm) complete</td>
<td>nos</td>
<td>50.000</td>
</tr>
</tbody>
</table>

**NOTE:**
- **The Terms & Conditions Overleaf**
- Earnest Money: EMD for this case is -- : Rs. 4,000.00

The quotation will be received up to 2.30 p.m. and opened at 3.00 p.m. on due date of opening. Quotations received after 2.30 p.m. on due date are liable to be rejected.

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**Approval:**

[Signature]

**Superintendent Works**

[Institution Name]

[Institution Address]
(1) Firm to be registered with Sales Tax Authorities.

(2) Earnest Money:

(a) Through Deposit call Receipt pay order / Bankers cheque of schedule bank garanteed by R.B.I. and drawn in favour of "I.I.T. Delhi."

(b) Offers without Earnest Money (wherever considered) shall not be considered. Cheques will not be accepted.

(c) After opening of the quotations if any firm / agency wants to withdraw the offer or desires to make any change in the quotation which is not acceptable to the Institute before issue to the supply order 50% of the earnest money shall be forfeited. But after he issue of the supply order, no change or withdrawal shall be permitted. In such an event, full earnest money shall be forfeited.

3. The rates quoted by the firm shall be valid for a period of clear 45 working days from the date of opening of the Quotations.

4. The rates must be quoted only in the unit given in the Quotation Notice.

5. Conditional Quotation will not be accepted. The rates should be net after giving discounts, if any.

6. Payment can be arranged against delivery of material & on production of bill.

7. Samples: Samples where asked for shall be made available & sent along with quotations.

8. Authorities of IIT Delhi reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reason.

9. The sealed cover (envelop) of the quotations must clearly bear the under noted points:

(a) Number and date of Quotation Notice.
(b) Opening date of the quotations.
(c) Name of the subject material offered.
(d) Name of the firm.
(e) Reference of Earnest Money.

In the absence of the aforesaid information on the cover of the offer of the firm, the quotations will not be entertained.

10. Offers may be addressed to:

Executive Engineer, [Department to be mentioned]

Indian Institute of Technology, Delhi

Please mention"

UNDER CERTIFICATION OF POSTING

 Signature : To,

NIQ Ref No. :

NIQ Date :