

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

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



NIQ NO. IITD/ISPS/CS/Gown/01
To,

Date:28/12/2016

DUE DATE : 11/01/2017

NOTICE INVITING QUOTATION

Sir,
Please send your quotation against each of the following items to the undersigned in a sealed cover super scribed with our Reference No. & Due date of opening:-

Sl. No.	Name of article & full specification	Unit	Qty.	Remarks
1	Khadi Gown of Saffron color for UG/PG	No.	700	
2	Hood saffron Khadi with Satan lining in Violet color for UG	No.	400	
3	Hood saffron Khadi with Satan lining in Blue color for PG	No.	350	
4	Khadi Gown of Maroon color for Ph.D	No.	150	
5	Hood Maroon Khadi with Satan lining in Black color for Ph.D	No.	150	

- Sample can be seen at :
Room No. AD-111, Store Purchase Section , I.I.T Delhi
Hauz Khas, New Delhi-110016
- Contact Person: Mr. Kamla Prasad, 011-26597154
- Sealed Quotations in separate envelopes of Sample and Financial bids in one sealed outer envelope.
- The Institute level committee may visit the factory /office of the selected bidder for the purpose of inspection/ Testing of materials. Hence, bidders with its office and factory in NCR/Delhi will only be considered.
- Supply will be materialized within 20 days from the date of issue Supply Order.
- Price will be valid till 31st December 2017 for supplementary requirement.
- The factory should be located in Delhi.

The quotation will be received by the office of the undersigned up to 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 to the set procedure as above will rejected.