

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016



Phone : 011-26591726-7154

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/SPS/mementos

DATE: 29/12/2016

To,

DUE DATE : 12/01/2017

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
	I.I.T Delhi mementos size 10.6"x8.6" with wooden base, Monogram of IIT Delhi, Building, Name of Employee and service time should be printed with Velvet Box (As Per Sample). <ul style="list-style-type: none">A Sample may be checked in the office of D.R(Stores).Rate Contract for one year.Qty. may be vary.Contact person: Mr. Kamla Prasad Room No. AD-111, 011-26597154	No.	100	

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.