

**UNDER CERTIFICATE OF POSTING**

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

Telegram : TECHNOLOGY  
Phone : 666979/7026.  
Fax : 91-11-6862037  
Telex : 31-73087 IITD IN  
: 31-61460 IITD IN



**INDIAN INSTITUTE OF TECHNOLOGY, DELHI**

HAUZ KHAS, NEW DELHI - 110 016

NIQ NO. IITD/ SP/CS/

DATE 3/2/16

To,

DUE DATE: 9/2/16

**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.	Photocopier paper A-4 Size (210 X 297 mm) 75 GSM Ream of 500 sheets net weight 2.34 kgs per ream having capacity of double side copying from reputed manufacturer. Power / Spectra / Ballarpur / Modi / JK / TNPL	<del>Ream</del> Ream	600 7	

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.

TELEPHONE : 88870525  
 TELEGRAM : IITD  
 FAX : 88870523  
 INDIAN INSTITUTE OF TECHNOLOGY DELHI

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**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 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.

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 OF 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.

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.

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