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/SPS/CS

DATE 3/2/16

To,

DUE DATE : 9/2/16

NOTICE INVITING QUOTATION

Sirs,
Please send your quotation to the undersingned in a sealed cover superscribed with our Reference No. & Due date of opening :-

Sl.No.	Name of article & full specification	Unit	Qty.	Remark
1	Provisional Certificate (As Per Sample)		3000	
2	Semester Grade Card (As Per Sample)		9000	
3.	Registered/Registered Air mail official Transcript Envelop (As Per Sample)		2000	
	Sample can be seen in the room no: AD 111, I.I.T Delhi (Store Purchase Section) Contact person: kamla Prasad Tel: 011 – 26597154			

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.

Deputy Registrar (Stores)
Indian Institute of Technology
Hauz Khas, New Delhi - 110 016

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.