



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597384

Fax : +91-512-2597659

Email : sharif@iitk.ac.in.

Enquiry No : E/2013-2014/33

Enquiry Date 14/08/2013

Closing Date 27/08/2013

Delivery Date: 15 Days

Dear Sir ,

Sealed Quotations so as to reach latest by 3:00 PM on dated 27/08/2013 are invited for the supply of following items

:

SI No.	Description		
1	ENVELOPES A-4 SIZE LAMINATED DULY PRINTED	20000	NOS
2	ENVELOPES A-3 SIZE LAMINATED DULY PRINTED	5000	NOS
3	ENVELOPE 11" X 4.75" SIZE DULY PRINTED	20000	NOS
4	ENVELOPES WINDOW 9"X4", "TAJMAHAL" DULY PRINTED	20000	NOS
5	ENVELOPES PLAIN, SIZE:9"X4", "TAJMAHAL" DULY PRINTED	20000	NOS
6	REGISTER 1 QUIRE (48 LEAVES) OF STANDARD SIZE DULY PRINTED	200	NOS
7	REGISTER 2 QUIRE (96 LEAVES) OF STANDARD SIZE DULY PRINTED	300	NOS
8	REGISTER 3 QUIRE (144 LEAVES) OF STANDARD SIZE DULY PRINTED.	300	NOS
9	PEON BOOK SIZE 8.5 INCH X 6.5 INCH OF 100 LEAVES EACH DULY PRINTED.	200	NOS

Printing matter may be obtained from Mr. S.K.Katyal of our Store & Purchase Section.

Kindly enclose samples along with quotation.

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section



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Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by UCP and IIT Kanpur will not be liable for any kind of postal irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelop addressed to the Asst. Registrar Store and purchase section. I. I.T., IIT Post office, Kanpur-208016. invariably giving on the envelop reference of enquiry and due date of opening.
3. The quantity mentioned in this enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery of IIT Kanpur or ex-godown in case of firms situated outside Kanpur. If items are imported then the firms should quote the price on F.D.B basis.
6. In case of Ex-godown terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of sales tax must be mentioned.
7. The rates offered should be exclusive or inclusive sales tax. The rates applicable should clearly be specified.
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labelled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Asst. Registrar, Store and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of 60 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
14. Institute is exempted for payment of E.Duty under notification No. 10/97.

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section