

**Department of Humanities and Social Sciences  
Indian Institute of Technology Kanpur**

Enquiry letter

Ref No. IITK/HSS/CAM/02

Date: 04/09/2013

**To whomsoever it may concern**

Sealed quotations are invited by the undersigned for the purchase of audio recorders as per the specifications mentioned below.

Sl.No	Specification	Qty
1	Sony - 4GB SX Series Linear PCM Recorder Model: ICD-SX813/B	5

**Terms & Conditions for supply of the items**

1. The quotation should reach the undersigned by 5PM, 11<sup>th</sup> September 2013.
2. Delivery period will 04 weeks from the receipt of the purchase order.
3. Warranty period should be properly mentioned in the quotation.
4. 90 % payment will be made on delivery and 10% after satisfactory use/work.
5. Institute is exempted for payment of E.Duty under notification No.10/97
6. Authorization certificates should be attached either with the quotation or after selection, failing which the quotation will be cancelled.

Thanking you

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