INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION
IIT Post Office Kanpur - 208 016
Under certificate of posting

Phone : 91-512-2597214, 7384
Fax : +91-512-2597659

Email : purchase@iitk.ac.in.

Enquiry No : **E/2017-2018/01**
Enquiry Date **13/04/2017**
Closing Date 01/05/2017
Delivery Date: **15 Days**

Dear Sir ,

Sealed Quotations so as to reach latest by 3:00 PM on dated 01/05/2017 are invited for the supply of following items :

Sl No.	Description		
1	SPLIT TYPE AIR CONDITIONER CAPACITY:- 2.0 TR MAKE VOLTAS OR EQUIVALENT RATING : 5 STAR	7	NOS
2	SPLIT TYPE AIR CONDITIONER CAPACITY:- 1.5 TR MAKE VOLTAS OR EQUIVALENT RATING : 5 STAR	1	NO

Suppliers are requested to submit authorization letter from their manufacturer, failing which their quotation may not be considered & kindly quote make, model no. & installation charges separately in your quotation.

Sd/-

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

Developed By Office Automation Division, IIT Kanpur-16

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Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelop addressed to the Dy. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in 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 seperately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-godown in case of firms situated outside Kanpur.If items is imported then the firms should quote the price on F.O.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 tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. 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 labeled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaild and R/R should be in favour of the Dy. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 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. All the consignments must be securely packed and booked duly insured adddressed to the Dy. Registrar (S&P) IIT Kanpur - 208016
15. Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
16. The Penality @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.
19. Supplier should mention complete contact details such as email etc.

Sd/-

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