

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**  
**INSTITUTE WORKS DEPARTEMENT**  
**DIVISION-I**

No. Enquiry/IWD/Div.-I/128

Dated:22.05.2019

The quotations for supply of various items written overleaf, under sealed cover are invited from suppliers/manufacturers or their authorized distributors. The quotations shall reach to the office of undersigned by 3:00 PM on 14/06/2019 and shall be opened on the same day after 3:30 PM in the presence of their representatives.

1. The quotations should be enclosed in a properly sealed envelope addressed to the Superintending Engineer, Institute Work Department, Indian Institute of Technology, P.O. I.I.T Kanpur-208016. Enquiry No. and due date should invariably be given on the envelope.
2. The rates quoted should be F.O.R IIT Kanpur including loading, carting & unloading in IWD store, IIT Kanpur or any other place in IIT Campus including stacking in godown as directed by Engineer-In-Charge.
3. The rates offered should be inclusive of all taxes.
4. The delivery period in 30 days from the date of issue of supply order.
5. The firms are requested to give a detailed description & specification of the articles quoted. The name of the brand/make should also invariably be stated. The firm should clearly mention the PAN no. & GST no. on offer letter. In the absence of these particulars the quotations shall not be considered.
6. According to standard terms, full payment will be made within 30 days after receipt, checking testing & verification of 100% supply of material at IWD store, IIT Kanpur. Payment against Performa invoice shall not be made.
7. A penalty @ 1% shall be charged if required supply is not made by due date.
8. The Institute has right to reject all or any of the quotation and to split up the requirements or relax any or all of the above conditions without assigning any reason.
9. The quotations shall remain open for acceptance for four weeks from the date of opening.
10. The rates of make as provided is to be quoted, No other make shall be accepted.



**(R.K. Verma)**  
Executive Engineer