

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

No. Enquiry /IWD/Div-I/196  
Dated: 11.06.2019

The quotations under sealed covers are invited for supply of articles detailed overleaf, so as to reach this office by 12.00 noon on 19.06.2019 and shall be opened on the same day after 12.30 PM in the presence of the representative of the quotationers who wish to be present.

1. The quotations should be enclosed in a properly sealed envelope addressed to the Superintending Engineer, Institute Works Department, Indian Institute of Technology, P.O. I.I.T Kanpur-208016. Enquiry No. and the due date should invariably be given on the envelope.
2. The rates offered should be inclusive of all taxes.
3. The period completion is 15 days from the date of supply order.
4. The firm should clearly mention the PAN & GST No. on offer letter. In absence of these particulars the quotations are liable for rejection.
5. According to standard terms, full payment will be made within 30 days after its completion. Payment against Performa invoice shall not be made.
6. The Institute has 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.
7. The quotations shall remain open for acceptance for four weeks from the date of opening.
8. A penalty @ 1% shall be charged if required supply is not made by due date.



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