

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

No. Enquiry/IWD/Div.-I/201

Dated:14.06.2018

The quotations under sealed covers are invited for the supply of articles from either manufacturers or the authorizes distributors detailed overleaf, so as to reach this office by 3:00 PM on 11.07.2018 and shall be opened on the same day after 3:30 PM in the presence of the representative of the qoutationers who wish to be present.

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 and Free Delivery including loading, carting unloading in IWD store, IIT Kanpur or any other place in IIT Campus and 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 detailed description & specification of the articles quoted. The name of the brand/make should also in variably be stated. The firm should clearly the PAN no. & GST no. on offer letter. In absence of these particulars the quotations are liable for rejection.
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 delivery or performance 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