

Grams: TECHNOLOGY

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**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
I.I.T. POST OFFICE  
KANPUR-208016  
ELECTRICAL DIVISION  
**INSTITUTE WORKS DEPARTMENT**

No. Enquiry/IWD/CO/2018/301

Dated: 14/09/2018

M/s .....

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Dear Sirs,

Quotations under sealed covers are invited for the supply of article detailed overleaf, so as to reach this office by 3.00 P.M. on ~~27.09.2018~~ and shall be opened on the same day at 3.30 P.M. in presence of the representative of the quotatoners who wish to be present.

1. The quotation 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 quantities mentioned in this enquiry are and shall be deemed to be only approximate.
3. The rate quoted should be F.O.R. Kanpur in case of firms situated outside Kanpur and free delivery at IWD Stores Kalyanpur or any other place at IIT campus in case of local firms.
4. The Delivery period for supply of material is 14 days.
5. The rates quoted should be exclusive of GST, no other tax is payable except GST. GST shall be applicable as per Govt. norms
6. The copy of ragistration in GST should be submitted alongwith the Quotation.
7. The delivery period should be specifically stated. Ex-stock offers and early delivery will be preferred.
8. The firms are requested to give detailed description and specifications together with the detailed drawings and printed leaflets and literature of the articles quoted. **The name of the makers and country of manufacture should also invariably be stated.** In the absence of these particulars the quotations are liable for rejection.
9. Samples wherever asked for, will not be paid for. These should be delivered in the office of the undersigned securely labeled and packed. In the case of firms who submit the samples through railway or road transport, the freight should be prepaid. Quotations without the samples wherever required are not liable to be considered.
10. According to standard terms full payment will be made after receipt, check and verification of material at site unless otherwise specified.
11. 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.
12. The quotations shall remain open for acceptance for eight weeks from the date of opening.