

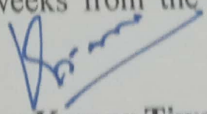
**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
INSTITUTE WORKS DEPARTMENT  
CENTRAL OFFICE**

Enquiry No./IWD/CO/23  
Dated: 25/04/2024

Dear Sirs,

The quotations under sealed covers are invited for the supply of Trees/Plants detailed overleaf. The quotations shall reach to the office of undersigned by 3.00 PM on 11.05.2024 and shall be opened on the same day after 3.30 PM in the presence of the representative of the quotations who wish to be present.

1. The bid document should be downloaded from [www.iitk.ac.in/iwd/tenderhall.htm](http://www.iitk.ac.in/iwd/tenderhall.htm)
2. The quotations should be enclosed in a properly sealed envelope addressed to the Superintending Engineer, Central Office, 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.
3. The rates offered should be inclusive of all taxes including GST.
4. The firms are requested to give a detailed description & specification. 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.
5. Only those individuals whose Nurseries have been established for at least three years are eligible to participate, it is mandatory to attach a valid certificate as proof that your Nursery has been operational for more than three years.
6. The rates quoted should be F.O.R. Kanpur and Free Delivery including loading, carting, unloading in GSMST site I.I.T., Kanpur or any other place in IIT Campus.
7. According to standard terms, full payment will be made within 30 days after receipt, after proper checking and verification at GSMST site. Payment against delivery or proforma invoice shall not be made.
8. The delivery period is 45 days from the date of supply order.
9. A penalty @0.5% weekly shall be charged if required supply is not made by due date.
10. 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.
11. Before issuing a purchase order to a qualified vendor, a purchase committee constituted by the competent authority of the Institute will visit the Nursery to inspect the quality of the trees/plants.
12. The quotations shall remain open for acceptance for four weeks from the date of opening.

  
(Vinay Kumar Tiwari)  
Superintending Engineer  
& Head, IWD

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