

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**Dean of Infrastructure and Planning**

No. Enquiry /DOIP/07-06-2024-03  
Dated: 07-06-2024

**QUOTATION NOTICE**

M/s.....

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The quotations under sealed covers are invited for “**Supply and installation of back drop and banner in compliance to convocation 2024**”, to reach this office by 03.00 PM on 14.06.2024 and shall be opened on 14.06.2024 after 04.00 PM in the presence of the representative of the quotationer, who wish to be present. (The quotation must be submitted in format as per annexure A)

The quotations should be enclosed in a properly sealed envelope addressed to the Dean of Infrastructure & Planning (DOIP), Indian Institute of Technology, P.O. I.I.T Kanpur-208016. Enquiry No. and the due date should invariably be given on the envelope.

1. The work must be completed on or before 27<sup>th</sup> June 2024
2. The security money @ 5% shall be deducted from the bill and same shall be released after defect liability period of 6 months.
3. The firm should clearly mention the PAN & GST No. on offer letter. In absence of these particulars the quotations are liable for rejection.
4. According to standard terms, payment will be made after its completion but after inspection and approval.
5. 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.
6. The quotations shall remain open for acceptance for four weeks from the date of opening.
7. A penalty @ 1% per week or part thereof and maximum up to 10 % shall be charged if required work is not made by due date.
8. All Spares and paint should be genuine, and they should comply to IS code or as appropriate.
9. Service Technician should be covered under PF/ESIC and should be followed all other government regulations and guidelines.
10. Site visit must be done by the bidder before quoting their rates.

11. If the bidder makes any modification in the terms and conditions of the bid, which is not acceptable to the Institute, then the Institute shall, without prejudice to any other right or remedy, be at liberty to suspend the bidder for one year.
12. The competent authority on behalf of the Board of Governors reserves the right to terminate the contract if any violation of labour law has been observed and or any of the construction workers engaged in the works under this contract is found also engaged in Service Contracts of the Institute at the same time.
13. The competent authority on behalf of the Board of Governors reserves the right to disqualify an agency for non-compliance of Institute orders and violation of Institute policies as established by the Competent Authority in the best interests of the Institute.
14. If the work is done in premises where marking entry and exit attendance is required at the security check post, then that will be verified before the bill is paid

  
(Dean Infrastructure and Planning)

07/06/21

## Company's Letter head

### Quotation

Ref:

Date-dd/mm/yyyy

Valid Until:

To

IIT Kanpur

Kalyanpur Kanpur

Subject: Your NIT No.- Dated.            due upto .

N/W    < Name of work >

S.NO.	Description	Qty	Unit	Rate	Amount
1					
2					
		<b>Total in (Rs.)</b>			
		<b>Add GST</b>			
		<b>Grand Total in (Rs.)</b>			

Terms &amp; Conditions:

1. Payment Terms:
2. Delivery Period:
3. Guarantee/Warranty:
4. Country of Origin of Goods:
5. Transportation Charges:

(Authorized Signatory)