



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597384

Fax : +91-512-2597659

Email : sharif@iitk.ac.in.

**Enquiry No :** E/2013-2014/36

**Enquiry Date** 22/08/2013

**Closing Date** 05/09/2013

**Delivery Date:** 30 Days

Dear Sir ,

Sealed Quotations so as to reach latest by 3:00 PM on dated 05/09/2013 are invited for the supply of following items

:

SI No.	Description		
1	WORK STATION:-  TOP THICKNESS 25MM SIZE 1500X1500X600 MM, MADE OF PRELAM BOARD WITH 2 MM THICK PVC EDGE BINDING, CURVELINEAR TOP, AND PARTITION HEIGHT 1200 MM THICKNESS 46MM WITH GLASS/MARKER GLASS/ PRELAM AND PIN UP BOARD, WITH PROVISION FOR ELECTRICAL RACE WAY. ONE METAL DRAWER PEDESTAL WITH TWO DRAWERS AND ONE FILING WITH SINGLE LOCKING SYSTEM, ONE PRELAM KEY TRAY AND ONE METAL CPU TROLLEY WITH EACH WORK STATION. GABLE ENDS 18 MM THICK 725MM HIGH PRELAM.	6	NOS
2	OFFICE EXECUTIVE TABLE:  TOP THICKNESS 30MM SIZE 1800X1000MM, SIDE RUNNER 1950X600MM THICKNESS 30 MM WITH PROVISION FOR DRAWERS AND FILING AND FLAPPED ELECTRIC BOX.	1	NO
3	HIGH QUALITY EXECUTIVE CHAIR: HIGH BACK REVOLVING CHAIR WITH SILVER PP ARMS SILVER PP BASE GAS LIFT LEATHERITE TAPESTRY	1	NO
4	OFFICE VISITOR CHAIR:  CUSHIONED WITH ARMS: CHROME ARMS HEAVY DUTY CHROME PIPE CANTILEVER BASE STAND, WITH LEATHERITE UPHOLSTERY.	6	NOS
5	EXECUTIVE CHAIR FOR STAFF:  HIGH BACK CUSHIONED REVOLVING CHAIR WITH POLYURETHANE ARMREST AND METALLIC BASE WITH FIVE CASTOR WHEELS AND GAS LIFT.	6	NOS
6	OVERHEAD STORAGE: SIZE 1500X450X450MM, MADE OF 18MM THICK PRELAM BOARD WITH 2 MM THICK PVC EDGE	6	NOS



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BINDING AND SHUTTERS DOORS WITH  
LOCKING PROVISIONS.TO BE HANGED ON  
THE WALL ABOVE THE WORK STATIONS.

*Suppliers are requested to submit their catalogue with full specification and other documents in support of their offer failing which their quotation may not be considered.*

Sd/-

Dy. Registrar (S&P)  
Central Store & Purchase Section



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### Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelop addressed to the Dy. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-godown in case of firms situated outside Kanpur.If items is imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-godown terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified .
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labeled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Dy. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. 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.
14. All the consignments must be securely packed and booked duly insured addressed to the Dy. Registrar (S&P) IIT Kanpur - 208016
15. Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.

Sd/-

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