



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036

भंडार एवं क्रय अनुभाग
STORES & PURCHASE SECTION
Email: adstores@iitm.ac.in

दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288
Telephone : (044) 2257 8285/8286/8287/8288

फैक्स: (044) 2257 8292
FAX: (044) 2257 8292



G. Chitrapavai
Deputy Registrar(S & P)

Enquiry No. SPG/2016/010/STY

Date : 17.10.2016

Due Date: 04.11.2016 at 5.00pm

To
As per list enclosed

Dear Sir,

Please offer your competitive rate for the following item, the same should be sent within the due date to the undersigned.

Sl.No.	Description	Quantity
1.	TNPL Double cap easy writing paper of size (420 x 594 mm) of Hi tech make 56 GSM	258 Reams (Each ream consisting of 500 papers)

Terms & Conditions:

- 1. Sample Paper should be enclosed along with the quotation. Otherwise quotation will not be considered.**
- 2. Fax / email quotation will not be entertained.**
- 3. The quotation should be submitted within the due date. Late quotation will be summarily rejected.**
- 4. You are requested to mention the enquiry number along with due date on the envelope while sending the quotation.**
- 5. The rate to be quoted should be an all inclusive price such as tax, delivery charges, freight, packing, loading, unloading etc.**
- 6. Discount if any should be mentioned separately.**
- 7. Quote rate per ream consisting of 500 sheets only.**
- 8. The requirement is very urgent and hence delivery of paper should be effected within 30 days from the date of Purchase order.**
- 9. After receipt of papers, we have to print the same as per our specification requirements. If your company is also doing printing work you may quote for printing also separately for our enquiry No.SPG/2016/011/PAB dated 17-10-2016 the copy of the same is enclosed. If you are not carrying out printing work the supply for this tender is to be made to the printer's premises as specified by us. No extra charges will be paid. The place of supply of the papers will be intimated later.**
- 10. The supplier should enclose copy of the TNPL dealership certificate along with the quotation.**
- 11. The payment will be made after complete supply of our requirements in good condition. In the case of supply and printing order, the payment will be made after completion of printing and supply of printed papers to us.**
- 12. For any clarifications regarding the Description etc. contact the email or Phone No. as given above.**

Thanking You,

Yours faithfully,

(G. Chitrapavai)
DEPUTY REGISTRAR (S&P)