

	<p>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</p>	
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G. Chithrapavai
Deputy Registrar(S & P)

Enquiry No. SPG/2017/Washing

Date: 24.01.2017

Due Date: 06.02.2017 at 5.00 pm

To
As per list enclosed

Dear Sir,

Sub: Quotation for Dry washing and pressing of Convocation Gowns - Reg.

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With reference to the above, please quote your offer for per piece of Dry washing and pressing of Convocation Gowns, Caps and Hoods .

1. Cotton Gown ... 1150 Nos. approximately
2. Ph.D Satin Gown ... 160 Nos. approximately
3. Ph.D Cap ... 160 Nos. approximately
4. Satin Hood ... 940 Nos. approximately
5. Senate Silk Gown ... 32 Nos. approximately

Terms & Conditions:

1. The rate to be quoted should be on all inclusive price such as packing, tax, delivery charges, loading, unloading (Receiving of material and delivering of material at I I T Madras) etc. Fax / email quotation will not be entertained.
2. The quotation should be submitted within the due date. Late quotation will be summarily rejected.
3. Enquiry Number along with due date should be super scribed on the Envelope. The Institute shall not be responsible for the late receipt of Quotation on account of postal or any other delay.

4. **Quotations should be sealed and addressed to THE DEPUTY REGISTRAR (STORES & PURCHASE) INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036.**
5. The payment will be made after completion of washing and ironing and returning of Convocation Gowns to us.
6. The Gowns, Caps and Hoods have to be returned after washing in Bundles 1) Cotton Gowns in 5 Nos. each 2) Ph.D Silk Gowns in 5 Nos. each 3) Ph.D Caps in 5 Nos. each 4) Senate Silk Gowns in 5 Nos. each 5) Silk Hoods in 20 Nos. each bundles.
7. The items will be given for washing in a piece meal manner after receiving the first lot of washed Gowns the further lots (250 per lot) will be given for washing one by one.
8. The Gowns should be returned after washing in good condition. The charges for damage if any noticed while receiving back the materials will be levied and deducted from the bill amount.
9. The Convocation Gowns is very urgent requirement for Convocation. The Dry washing and Ironing should be completed within 30 days. Otherwise penalty clause as detailed below will apply if any delay in your part from the date of issue of work order in returning the Gowns.
 - Delay of 16 to 30 days – 1% of the total value of Invoice
 - Exceeding 30 days to 2 Months – 2% of the total value of Invoice
 - Beyond 2 Months – 5% of the total value of Invoice, in addition your Company name will be removed from our mailing list for further enquires.
10. The list of your clients whom you have rendered service particularly the name of Educational Institution may be furnished.

Thanking You,

Yours faithfully,

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