



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

OFFICE OF THE DEAN (STUDENTS)

Chennai 600 036

Phone: [044] 2257 8051 Fax: [044] 2257 8052 Email: dostoffice@iitm.ac.in

Dated: 31st March, 2015

Due Date: 22nd April, 2015/ 4.00PM

To

Suppliers list enclosed

Sub: Purchase of Furniture for New Boys Hostel (Block-A and Block-B) – Reg.

1. Quotations are invited in duplicate for the item shown in the enclosed list.
2. The Quotations duly sealed and superscribed on the envelope with the reference No.F/Purchase/02/2015 and due date, 22nd April, 2015 should be addressed to **The Dean (Students), IIT Madras, Chennai – 600 036**, so as to reach the office of the Dean (Students) on or before the due date and time stipulated above.
3. Sample item should be shown to the Purchase Committee, Office of the Chairman, Council of Wardens on 22nd April 2015 at 4 p.m for technical evaluation.
4. The quotation should be valid for Ninety days from the due date, and the time required for delivery after date of Purchase order should also be clearly mentioned.
5. Quotations should be for free delivery to this Institute.
6. The rate of Sales / General Taxes and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted.
7. Goods should be supplied carriage and insured paid.
8. Goods shall not be supplied without an official supply order.
9. Payment: Every attempt will be made to make payment within 30 days from the date of receipt of bill /acceptance of goods, whichever is later.
10. The Supplier should Quote TIN/VAT/Service Tax and PAN Number along with the Quotation.
11. Incomplete Quotations will not be considered.

Yours Sincerely,

Dean (Students)

DR (St & PI)

31/3

AR (St)

31/3/15



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Specification of furniture

Sl. No.	Description	Qty (Nos)	Rate per item	Amount
1.	Steel Single Cot Deluxe Size 72" X 36" X 24" (L X B X H) with 18G sheet with bottom angles and 20G ER W tubular legs.	50		
2.	Writing Table (Steel) equivalent to Godrej T - 31 Model. Size of table top (900mm x 590 mm x 750mm) 35" x 23" with 2 Drawer	460		
3.	Powder coated (Black) steel chair with bottom angles perforated with Arms (Not less than 50 micron) 3/4" x 18 gauge Tubular legs.	220		

of

AR (SN)
31/3/15

DR (St & PI)
31/3

Yours Sincerely,

Dean (Students)