



Indian Institute of Technology Madras

I.I.T.P.O., MADRAS-600 036

STORES & PURCHASE SECTION

Form for Inviting Quotations

Ref.No.

Date: 10-04-2019

SPG	ACD	SPL	2019
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Dear Sirs,

DUE DATE: 22-04-2019

1. Quotations are invited in duplicate for the various items shown below / overleaf / Enclosed list.
2. The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
3. The Quotations should be valid for sixty days from the due date and the period of delivery required should also be clearly indicated.
4. If the item is under DGS&D Rate contract No. and the price must be mentioned. It may also please be indicated whether the supply can be made direct to us at the Rate contract price (Please note that we are not Direct Demanding Officers). If so please send copy of the RC.
5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples if called for, should be submitted free of charges, and collected back at the supplier's expenses.
6. Local Firms: Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
7. Firms Outside Madras: Quotations should be for F.O.R. Madras. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
8. 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. Where this is not done, no claim for Sales / General Taxes will be admitted at any stage and on any ground whatsoever The taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non Government Educational

Institutions run with no profit motive for which a concession. Sales Tax Certificate will be issued at the time of final settlement of the bill.

9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. 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

Yours faithfully,



Deputy Registrar (Research)

Supply of Degree file folders

Specification for supplying degree file folder:

A4 Size – 1.4 mm imported foam board on one side and plain board on other side with imported Eco-friendly “TANGO” material with IITM Logo in the pad and 4 gold corner clips with names of graduands printed in gold foil and 2 holder inside the folders for inserting the certificates

	<u>No. of folder required</u>
a. Single file folder	1500
a. Velvet finishing inside	
b. Pledge printing and sanskrit slogan printing	
c. Gold foiling of Institute logo.	
b. Double folder	450
a. Velvet finishing inside	
b. Pledge printing and sanskrit slogan printing	
c. Embossing of Institute Logo at the middle of file.	
c. Individual name printing with Roll No. (extra) (Rate in the range of Rs.5-8)	
d. Single file folder	500
a. Velvet finishing inside	
b. Gold foiling of Institute logo.	
c. Pouch for keeping round medal box of 3 1/2 inch dia X 1 1/2 inch height	
d. Transparent pouch on the right top of the folder (visiting card size)	

Sample file folder should be sent to this office on or before 22.04.2019 along with quotations in sealed cover to the undersigned by Speed Post/Courier or any other mode so as to reach within due date. Quotations received without samples will be summarily rejected without assigning any reason therefor.

Deputy Registrar (Research)

PS: Those who are interested to see the sample are welcome to visit our office of Deputy Registrar (Research), 4th floor, Administrative Building, IIT Madras, Chennai-36 during office hours.