



Institute Gymkhana
Indian Institute of Technology Madras
Chennai - 600 036.
email : GYMKHANA@iitm.ac.in
Tel : 2257 8520 (O) Fax : 044-22578052

Prof. K. P. SUDHEER
Advisor (Sports)

Enquiry No. Gym/2015/018/SPL /dt. 1.12.15

To

Due Date: 11.12.2015

Sub: T-Shirts – 3000 Nos. (Specification given below)

Sir,

1. Quotations are invited in duplicate each for Technical bid and Price bid for the various items shown in the enclosed list.
2. Quotations duly sealed and super scribed on the envelope with the reference No. and due date should be addressed to the under signed so as to reach him urgently.
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, rate contract number 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. If so please send a copy of the R.C. (Please note that we are not Direct Demanding Officers).
5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the quotations, wherever applicable. **Sample should be submitted free of charges and collected back at the supplier's expenses.**
6. **Local Firms:** Quotation should be for free delivery to this Institute. If quotations are for Ex/Godown, delivery charges should be indicated separately.
7. **Firms outside Chennai:** Quotations should be for F.O.R. Consignor stations freight charges by passenger train / lorry transport must be indicated.



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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 whatever. The taxes leviable should take in 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 carriages 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 the bill / acceptance of goods, whichever is later.

Yours sincerely,

ADVISOR (SPORTS)

*Strike out whichever is not applicable.

Note: As our External Audit had raised remarks in collecting Sales Tax / Vat, please state whether Sales Tax (as per eligibility) is applicable only in the case of manufactures and not permissible if you are a dealer. This aspect may kindly be looked into while submitting the quotation.

Specification of T-Shirts

Style - Collar Jersey T- Shirts- 3000 no's

Print front one colour print on chest both sides, black sleeve and multi-colour logo as per our design (will be given on request)

Quality: 100% Micro polyester

Delivery: Delivery to be made within a week