

ENQUIRY LETTER

No: IIT Mandi/PUR-18/2011/937

Date: 07.06.2011

Quotations are invited for purchase of sound system as per following details: -

Sr. No.	Description	Quantity
1.	2-Zone 400 watt Amplifier with USB	01
2.	Sound Columns 200 watts (Speakers)	02
3.	Audio Mixing Consoles 24 Channels	01
4.	Audio Mixing Consoles 36 Channels	01

The last Date & Time of receipt of quotations are 21/06/2011 & 11.30 am.

Quotations will be opened on 21/06/2011 at 12.00 noon.

The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable to be rejected.

1. The quotations should be submitted on printed pad preferably with sales tax number of the firm. The quotation must bear original signature.
2. The quotations shall be submitted at the Administrative Block in a sealed envelope duly marked "Quotation against enquiry no. \_\_\_\_ Dated \_\_\_\_ due on \_\_\_\_" on the corner of the envelope.
3. Quotation received after closing date/time will not be considered.
4. The rates quoted should include transportation costs up to Mandi clearly mentioning the percentage/rate of Sales Tax / VAT or all other Taxes and Duties and the rates quoted should be valid for at-least one month from the date of opening of the quotation.
5. The rates must be quoted both in figures and words and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
6. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
7. Period required for Delivery should be mentioned.
8. Warranty period should also to be mentioned.
9. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

O.S.D.