

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
DESIGN PROGRAM**

**Enquiry Letter**

Ref. No. : IITK/DESIGN/VCL/2013-14/001

Dated: 9<sup>th</sup> September 2013

To:  
M/s. \_\_\_\_\_

From: Dr. Satyaki Roy  
Design Program  
IIT Kanpur – 208 016

**Sub: "Enquiry-Cum- Quotation for Camcorder with Accessories"**

Dear Sir/Madam,

**Sealed Quotations are invited for purchase of Sound Recorder with the following specifications:**

Sl. No.	Specification	Qty.
01	Panasonic Camcorder HC-X920M	10 Nos
02	VW-W4907H Wide Conversion Lens	10 Nos
03	VW-LF49 Filter Kit	10 Nos
04	VW-VMS 10 Microphone	10 Nos
05	VW-CUA1 USB Adapter Cable	10 Nos
06	VW-BC 20 Battery Charger	10 Nos
07	Tripod	10 Nos

The quotation should reach to Dr. Satyaki Roy, Media Technology Centre M-3, IIT Kanpur-208016, by 5PM, 16<sup>th</sup> September 2013.

**Terms & conditions for supply of above mentioned articles:-**

1. Quotation must be valid 30 days.
2. Delivery period will be 04 weeks from the receipt of the purchase order, Extension of delivery period is not allowed.
3. Warranty should be properly mentioned in your quotation.
4. Payment term: - for Rupees payment 90% on delivery & 10 % after satisfactory using/working.
5. The rates offered should be exclusive or inclusive sales tax. The rates applicable should clearly be specified
6. Institute is exempted for payment of E. Duty under notification No. 10/97.
7. The indenter reserves the right to withhold placement of final order. The indenter reserves the right to change specification without notice if it found suitable for the proposed usage. In case order is placed; the indenter reserves the right to not remain answerable about the final choice of the vender.
8. Only those venders may quote, who can be installed/integrated the full Software. Order cannot be split into two venders.
9. Attached Authorization Certificate in support of their offer failing which their quotation may not be considered.

Thanking You,

(Satyaki Roy)  
Email:-[satyaki@iitk.ac.in](mailto:satyaki@iitk.ac.in)