

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
DESIGN PROGRAM**

Enquiry Letter

Ref. No. : IITK/DESIGN/VCL/2013-14/003

Dated: 9th September 2013

To:

M/s. _____

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

Sub: "Enquiry-Cum- Quotation for Software"

Dear Sir/Madam,

Sealed Quotations are invited for purchase of Software with the following specifications:

Sl. No.	Specification	Qty.
01	Adobe Suite CS6 Master Collection Software	05 Set
02	Corel Draw Graphics Suite X6	05 Set
03	Adobe Photoshop Lightroom	05 Set
04	Font Lab Studio	03 Set

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