

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

Enquiry Letter

Ref. No:

HSS/FA/STR/2013/02
Dated: *02/09/2013*

To,
M/s _____

From: Dr. (Mrs.) Shatarupa Roy
HSS Department
IIT Kanpur – 208 016

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

Dear Sir/Madam,

Sealed Quotations are invited for purchase of Camera's with the following specifications:

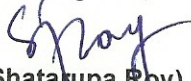
Sl. No.	Specification	Qty.
01	Camcorder HC-X920M	15 Set
02	VW-W4907H Wide Conversion	15 Set
03	VW-LF49N Filter Kit	15 Set
04	VW-VMS 10 Microphone	15 Set
05	VW-CUA1 USB Adapter Cable	15 Set
06	VW-VBN260 Battery Pack	15 Set
07	VW-BC20 Battery Charger	15 Set
08	Tripod	15 Set

The quotation should reach to Dr. (Mrs.) Shatarupa Roy, Department of Humanities and Social Sciences, IIT Kanpur-208016, by 5PM, 6th 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.

Thanking You,


(Shatarupa Roy)
Email: -stroy@iitk.ac.in