

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Enquiry Letter

Ref. No: HSS/FA/STR/2013/04
Dated: 02/09/2013

To:
M/s. _____

From: Prof. Shatarupa Roy
HSS Department
IIT Kanpur – 208 016

Sub: "Enquiry-Cum- Quotation for Sound Recording Console"

Dear Sir/Madam,

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

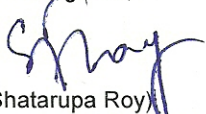
Sl. No.	Specification	Qty.
01	Portable Sound Recording Console With Multiple Inputs and Controller	01 Nos

The quotation should reach to Prof. Shatarupa Roy, Department of Humanities and Social Sciences, IIT Kanpur-208016, by 5PM, 12th 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