



ITI LIMITED

Please Reply To : SANTOSH KUMAR (CMM-SP)
P.O. - ITI LTD MANKAPUR
DISTT. GONDA (U.P.) PIN-271308

Speed Post / Courier,

Phone: 05265-273332 Fax: 05265-230213

Date : 07.07.2009

TENDER ID No. : B310903

Enquiry No. MS/MF/9G/LCP/CON/28

To,

M/s

Dear Sir,

Please quote your lowest price and Delivery for the following items :

SN	Item code	Description of Material	QUANTITY	Unit
01-02	As per	enclosed annexure - A		NOS

DUE DATE : 22/07/2009

Instruction of Submission of Tenders :

1. The offer must be submitted in a closed cover superscribed with our **Enquiry No. and Due date**. Quotation against **each Enquiry should be submitted in a separate cover**. Late quotations are liable for rejection.
2. Offer may be sent by post/courier or e-mail.
3. The e-mail quotations / offers should must be send in **e-mail attachment format**.
4. The e-mail quotations / offers may be submitted as attachment(s) at **e-mail-ID: newtender_mkp@itilttd.co.in** only. The attachment (s) must be .pdf / .doc / .xls / .jpg / .tif type of file.
5. **No copy (cc) of quotations / offers should be sent to any other e-mail - ID of ITI Ltd.**
6. **The subject line of e-mail for offer / quotations must contain Tender_ID_no: B310903 & Due date : 22/07/2009 .**
7. **Kindly contact at santosh_mkp@itilttd.co.in for any clarification.**
8. Offer shall not be considered in case of violation of above instructions.
9. **Please quote separately for following two categories of payments:**
 - i) Rates as per our Payment terms i.e. "Payment within 60 days after receipt and acceptance of the materials".
 - ii) Rates on the basis of payment terms : COD/Through Bank.
10. The price quoted must be firm (for at least 180 days from the closing date of the tender) F.O.R. MANKAPUR/FCA basis and relate to the unit indicated.
11. Specification must be clearly stated with delivery details.
12. Quotations not accompanied with samples (When called for) will not be considered. The sample must be preferable stamped with supplier seal and reference.
13. Failure to adhere to these Instructions will render the offer liable for rejection.
14. You may quote the rate for half / double / triple of the tendered qty. also
15. Tender qty. may be distributed more than one source in the ratio of 60:40 to 70:30 or 50:30:20 etc.

**Yours faithfully
FOR, ITI LIMITED**

Encl.: Terms & Conditions &
Annexure - A

**(SANTOSH KUMAR)
CHIEF MATERIALS MANAGER (SP)**

e-mail: santosh_mkp@itilttd.co.in

Ph. No. : 91-5265-273332, 230123

FAX No. : 05265-230213