



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி  
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI  
(An Institute of National Importance under MoE, Govt. of India)  
SETHURAPATTI, TRICHY-MADURAI HIGHWAY, TIRUCHIRAPPALLI 620012  
Website: [www.iiitt.ac.in](http://www.iiitt.ac.in) Mail id: [office@iiitt.ac.in](mailto:office@iiitt.ac.in)

**IIITT/Sixth-Convocation/Quotations/2024/06-1**

**Dated:26-06-2024**

**Sub:** Inviting Quotations for the Supply of the various items for Sixth Convocation-Reg.

Quotations are invited for supply of the various item(s) described below.

Sl.No.	Description of the item	Quantity (Approx.)
1.	Degree Certificate Folder with printing	80
2.	Jute Bag with printing	125
3.	Convocation Stole with printing	100

**While sending your quotation – please specify the following:**

1. Kindly indicate the rate quoted with GST and the prevailing percentage as per GST norm.
2. The items are to be delivered to the institute.
3. The rate quoted must be inclusive of insurance charges.
4. Payment will be made only on the receipt of materials in good condition. Price quoted will only be honored.
5. The envelope in which the quotation is submitted must be superscripted as 'Printing & Supply of NAME OF THE ITEM' and the quotation number must be mentioned. In case of your submission through email, mention the subject of your email as 'Printing & Supply of NAME OF THE ITEM'. (email: [convocation@iiitt.ac.in](mailto:convocation@iiitt.ac.in) ).
6. The prospective supplier must send the sample first in person/through post or courier and after verification/approval, the Institute will send the confirmation mail. Then only the prospective supplier has to prepare the items.
7. Please note that the Director of the Institute reserves the right to modify or alter the specifications and to reject any or all the Quotations without assigning any reasons thereto.
8. The suppliers/firms are strictly not to call us about the status.
9. The Institute is not responsible for delays/loss in postal/courier transit or due to any other reasons.

Separate quotations can be submitted for each item. The quotation should be sent as an email attachment to [convocation@iiitt.ac.in](mailto:convocation@iiitt.ac.in) or in a sealed envelope addressed to:

**THE DIRECTOR,**

Indian Institute of Information Technology Tiruchirappalli,

Trichy-Madurai Highway, Sethurapatti,

Tiruchirappalli – 620012,

Tamil Nadu, India.

The last date for submitting the quotation is **15-07-2024 at 15.00 hours.**

For further details regarding specifications or any queries, please contact:

Mobile: 9442583325

Email: [convocation@iiitt.ac.in](mailto:convocation@iiitt.ac.in).

**Sd/-**

**Registrar (i/c)**