



A NUSHRUTI cademy for the Deaf

I.I.T. Roorkee, ROORKEE - 47667(U.K.)

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Nurturing Silence, Creating Lives

(A social initiative of IIT Roorkee)

No. AAD/P-1 / **090** / 2026-27

Sept. 11, 2026

Quotation/Enquiry Letter

To,

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Dear Sir/Madam,

Quotations are invited for supply of **Good(s)** as mentioned in Annexure-I. The quotation / rate(s) complete in all respect must be given.

1. The Quotation should be sent in a sealed envelope.
2. The Quotation should reach Roorkee by the closing date which is 07 days from the issue of this letter.
3. Rate(s) should be quoted for **Good(s)** mentioned in Annexure -I.
4. Quotation to be submitted by the vendor/firm on its official letter head.
5. The rates quoted should include GST tax or any other taxes and duties inclusive.
6. The rates should remain valid for a period of 90 days from the date of issue of your Quotation.
7. There should not be any over-writing or cutting on rates quoted. However, all cutting/corrections must be duly authenticated.
8. The rates shall not be subject to escalation of any nature.
9. The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
10. Purchase Committee of Anushruti Academy for the Deaf will have the right to reject any Quotation without giving any explanations to the Firm.
11. In the event of any difference or dispute arising out of this purchase, all efforts shall be made by same amicably.
12. Warranty period for each item must be clearly mentioned.

Supply of Item:

The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Anushruti Academy for the Deaf, I.I.T. Roorkee shall have the right to cancel the supply order. The firm will have to arrange for supply of the material in good condition in the Anushruti premises.

Payment:

100% payment will be made after delivery in good condition and installation of the product and subsequently on submission of bill by the firm as per the rules of the Anushruti Academy for the Deaf, I.I.T. Roorkee.

Vibhuuti Saini
(Vibhuuti Saini)
Principal, AAD



Annexure-I

Sl. No.	Description	Qty.
1.	Canon Colour Copier Machine Model No.: IRC 3326 Specifications: 1. Features: Print-Scan-Copy 2. Print/Copy Speed - A4: 26 PPM/CPM or better 3. Maximum Paper Size: A3 4. Type of Printing: Colour – Laser 5. Print Resolution: 1200 x 1200 DPI 6. Std. Paper Capacity (sheet): 1200 Sheets or better 7. System Memory: 2 GB RAM 8. Network Copier Machine: Required 9. Network Scanner: Required 10. Duplexing: Required 11. Warranty: 1 Year Standard	01 No.

Vibhuuti Saini
(Vibhuuti Saini)
Principal, AAD

