

**Department of Humanities and Social Sciences
Indian Institute of Technology Kanpur**

Enquiry letter

Ref No. IITK/HSS/CAM/04

Date: 04/09/2013

To whomsoever it may concern

Sealed quotations are invited by the undersigned for the purchase of cameras and camera lenses as per the specifications mentioned below.

Sl.No	Specification	Qty
1	Canon EF 100-400mm f/4.5-5.6L IS USM Telephoto Zoom Lens	1

Terms & Conditions for supply of the items

1. The quotation should reach the undersigned by 5PM, 11th September 2013.
2. Delivery period will 04 weeks from the receipt of the purchase order.
3. Warranty period should be properly mentioned in the quotation.
4. 90 % payment will be made on delivery and 10% after satisfactory use/work.
5. Institute is exempted for payment of E.Duty under notification No.10/97
6. Authorization certificates should be attached either with the quotation or after selection, failing which the quotation will be cancelled.

Thanking you

Ms. Koumudi Patil
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