



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

Serving the nation since 1919

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Office of the Registrar  
(Institute Purchase Cell)

कुलसचिव कार्यालय  
(संस्थान क्रय प्रकोष्ठ)

### QUOTATION ENQUIRY

Ref. No.: IIT (BHU)/PCCell/Conv/2017-18/226

Dated : 22<sup>nd</sup> June 2017

Dear Sir/s

Please submit your lowest rates for supplying of the under mentioned items. Quotation must be reached in the Institute Purchase Cell, Indian Institute of Technology, (Banaras Hindu University), Varanasi – 221 005 on or before 18<sup>th</sup> July, 2017, 16.00 Hrs and should contain the following information:

1. Full specification and make of the item offered along with its sample and its rate F.O.R. IIT(BHU),Varanasi.
2. Sales tax at concessional rate as applicable to educational institution.
3. Your VAT / CST registration number, PAN & TIN numbers.
4. Conditions of supply and terms of payment.
5. If you are a manufacture of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate.
6. Please give undertaking as per annexure-I-B & I-C.

Quotation must be sent in a **sealed envelope** with word “**QUOTATION**”, our reference number, and due date as given above, clearly marked over it.

SL. NO.	Name of Items	Description / Technical Specification	Quantity (Approx)
1.	Utariya – Dupatta	Bhagalpuri / Matka Silk or similar equivalent – Cream Colour having border both side in length with both side embroidery of IIT(BHU) logo {1.25mtrs (W) x 2.5mtrs (L)}.	1000
2.	Sadari	Bhagalpuri / Matka Silk or similar equivalent – Cream Colour having cloth lining, Nehru cut collar, 5 buttons – two pockets in lower side and one in upper left side.	1000
3.	Convocation Bag Jute	Made of jute.	1000
4.	Convocation folder File	Convocation file folder of good quality.	1000
5.	Medals : Gold / Silver	Made of pure (999) Silver and Gold plated.	80

Note : 1-The Above quantity is approximate. It may increase or decrease.

2- Samples of these items can be seen at the office of the undersigned.

3- Samples of Sl. No. 1 to 4 must be submitted along with quotation failing which quotation will be summarily rejected without making any further reference to the bidder in this regard.

7- Supply must be executed in full within 15 days from the date of receipt of the order.

8- Penalty @ 1% per week and a maximum of 10% will be deducted in case of delay in supply

9- Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.

*Shati.*  
Dy. Registrar.  
27/06/17

## INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

TO BE RETURNED
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Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

1. Validity of the offer : .....
2. Approximate Delivery Period : .....
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
- (b) If not, please mention the same : .....
4. (a) Whether the prices are inclusive of Sales Tax and other taxes. : YES / NO
- (b) If not, kindly specify the amount / rate : .....
5. If the Sales Tax is charged extra, declaration for charging Sales Tax correctly attached. : YES / NO
6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist : Directly/Stockist/Authorized Dealer
- (b) If through a Stockist / Dealer: -
  - (i) Name and full address of the Party : .....
  - .....
  - (ii) Whether the order to be placed with the : Principal / Stockist / Dealer
  - (iii) Who will raise the bill : Principal / Stockist / Dealer
  - (iv) Cheques will be drawn in favour of : Principal / Stockist / Dealer
  - (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockist/Dealer : YES / NO

(Please specify the amount/percentage etc. if any)
7. Our terms of payment (Please indicate your preference by a (✓) mark). Please note that no other payment terms are likely to be accepted.
  - (a) **For Local Firms or if the bills are raised by the Local Dealers.**
    - (i) 100% Payment on bill basis : .....

**OR**

    - (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.  
(Only under exceptional cases)



**(b) If the bills are raised by outstation Firms**

- (i) 100% Payment on bill basis : .....
- OR**
- (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report : .....
- OR**
- (iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items : .....
- OR**
- (iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report. : .....
- OR**
- (v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report (Only under special Circumstances). : .....
8. Whether any Excise Duty is payable on the items. : YES / NO  
If yes, indicate the amount / percentage. : .....%
9. Whether any installation charges are payable extra. : YES / NO  
If yes, amount to be specified. : .....
10. Whether any discount for educational institution :  
offered on the printed price list of the manufacturer. : YES / NO  
Please mention the amount / percentage. : .....
11. Whether the product is on DGS &D/D.I. Rate contract.  
If yes, please enclose a photocopy of the same. : YES / NO
12. Whether the product bears I.S.I. Mark. YES / NO  
If yes, please mention the I.S.I. License no. : .....
13. (a) Whether the firm is Sales Tax payer. : YES / NO  
If yes, please mention the Sales Tax Numbers. : .....
- (b) Whether the Local Dealer(s) is / are Sales Tax payer(s) : YES / NO  
If yes, please mention the Sales Tax numbers of each : .....
14. Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal

**UNDERTAKING*****WE HEREBY UNDERTAKE THE FOLLOWING:***

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to the Institute.
2. The goods on which Sales Tax has been charged are not exempted for payment of Sales Tax under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
3. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules and the same is payable to the Excise Authorities in respect of the stores.
4. The goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
5. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
6. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

*Authorised  
Signatory (Seal)*