



## QUOTATION ENQUIRY

Ref: IIT(BHU)/ACD/2022-23/Annual Report (2021-22)/Quotation/4126

Dated: 12.07.2022

Last Date and time of Bid Submission: 28.07.2022 till 17:00 hrs. in the office of the Dean (Academic Affairs), IIT(BHU), Varanasi-221005

Dear Sir(s),

Please submit your lowest quotation for supplying the under mentioned items. Quotation in duplicate must reach us before the date marked above and should contain the following information:

1. Full specification of the paper and cover on which the report shall be printed along with rate F.O.R. Varanasi should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. **Kindly clearly mention your E-mail ID and Mobile number.**
4. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
5. Please mention your GST registration number and PAN in the quotation.
6. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.

Quotation must be sent in **sealed envelope** with word **“QUOTATION for printing of Annual Report 2021-22”** and addressed to Office of the Dean of Academic Affairs, IIT (BHU), Varanasi- 221005 (UP).

Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Name of Items	Unit	Qty
1.	<p><b>Pages for final formatting for printing:</b> Approx. 500-525</p> <p><b>Design of front and back page</b></p> <p><b>Pages for printing:</b> Approx. 500-525 (excluding cover and back) including English and Hindi Versions Softcopy of the Annual Report will be provided. Soft copy of the CD versions Annual Report (with more pages) will be provided-printer will create hyperlink index for web upload.</p> <p><b>Size:</b> 8.5” X 11”</p> <p><b>Inner Paper:</b> A4 128 GSM Art Paper</p> <p><b>Cover &amp; Back:</b> 300 GSM colour Art Paper</p> <p><b>Printing:</b> Pages without images are to be printed in Black and White; Pages on which images/graphs are appearing are to be printed in colour (Not more than 20 colour pages excluding cover and back); Multi-colour Cover and Back; Both in English and Hindi versions.</p> <p><b>As per GOI guidelines, Hindi font and format related to MANGAL, UNICODE Should only be followed.</b></p> <p><b>Binding:</b> Centre Parting</p> <p><b>Production:</b> Glossy finish for inner pages, Cover &amp; Back laminated</p>	Approx. 500-525 pages each in English as well as Hindi	125 Copies of English versions & 75 Copies of Hindi Versions

**N. B.: Other essential terms & conditions pertaining to above mentioned work are given below:**

1. The Above quantities are approximate, it may increase or decrease as per actual requirement, accordingly per unit cost along with minimum order quantity needs to be mentioned.
2. Sample of paper must be submitted along with quotation failing which quotation (s) may be summarily rejected without making any further reference to the bidder in this regard. If the bidder does not qualify his/her sample will be returned.
3. The successful bidder shall depute 1 of his staff available on phone call request to regularly visit the campus, as per requirement of office, for compiling & finalising the print version of the annual report, before it is approved for printing.
4. Clearly mention the e-mail id on which all communication regarding finalisation of annual report is to be done and also the Name & Mobile No. of the staff who shall be available to visit the campus on a telephonic/mobile request.
5. Supply must be executed in full within 20 days from the date of receipt of the final draft of annual report.
6. Penalty @ 1% per week of the order value and a maximum of 10 % will be deducted in case of delay in supply.
7. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
8. **Printers/Publishers located in Varanasi region shall be preferred.**

**Sd.**  
**Chairman,**  
**Annual Report Committee**