



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

QUOTATION ENQUIRY

Academic Affairs

Ref: IIT(BHU)/ACD/Convocation/Purchase/2019-20/QTN/01 Due Date : 16/09/2019 Date : 02/09/2019
(Last date of quotation receiving) (Date of tender enquiry)

Dear Sir/Madam,

Please submit your lowest rate for supplying the under mentioned items. Quotations in duplicate should be and it must reach in the office of Dean (Academic Affairs), Indian Institute of Technology, (BHU), Varanasi – 221005 on or before 16th September, 2019, 16.00 Hrs. Also, the quotation should include the following information and samples as mentioned below:

1. Full specification and make of the item offered and its rate F.O.R. Varanasi.
2. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
3. Please mention your GST registration number and PAN in the quotation.
4. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
5. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.
6. Please give undertaking as per annexure -I-B.

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

Sl. No.	Name of Items	Unit	Qty
1.	<p>Pages for printing: Approx. 300 (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 created hyperlink index for web upload. Size: 8.5” X 11” Inner Paper: A4 80 GSM Maplitho White Cover & Back: 300 GSM Art card colour printing with Mat lamination. Binding: Perfect Binding & Lamination Printing: Black and White without images; Both in English and Hindi versions; Multi-colour Printing on Cover and Back. As per GOI guidelines, Hindi font and format related to MANGAL, UNICODE Should only be followed. Note: Approval of Draft-soft copy is to be forwarded to IIT(BHU) for approval.</p>	Approx. 300 pages in English and approx. 250 Pages in Hindi version	150 Copies of English versions & 100 Copies of Hindi Versions (each with CD in a suitable pocket at the back cover page.)

N. B.: Other terms & conditions pertaining to item mention above shall be mentioned below:

1. The Above quantities are approximate. It may increase or decrease.
 2. Sample of earlier printings must be submitted along with quotation. If the bidder does not qualify his/her sample will be returned.
 3. Supply must be executed in full within 20 days from the date of receipt of the order.
 4. Penalty @ 1% per week and a maximum of 10 % will be deducted in case of delay in supply
 5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
- The sealed quotations will be opened in the purchase committee meeting to be held in the office of Dean of Academic Affairs.

Rajiv Bakash
DEAN (HOD/COS/PI) AFFAIRS
संविज्ञान (शैक्षणिक कार्य)
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
भारतीय प्रौद्योगिकी संस्थान
(काशी हिन्दू विश्वविद्यालय)
VARANASI/वाराणसी