



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/02

Due Date : 20/09/2019  
(Last date of quotation receiving)

Date : 05/09/2019  
(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 20<sup>th</sup> 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 / CIF New Delhi.
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 for 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”** and addressed to Dean (Academic Affairs), IIT (BHU), Varanasi- 221005 (UP). Our reference number, and due date as given above, clearly marked over it.

Sl. No.	Name of Items	Quantity
1.	Convocation Special Uttariya in different colour as mentioned below: <b>Make:</b> Cotton/ Ryan/ Silk with printing of IIT (BHU) name & Logo at both sides along the length so that the logo of IIT (BHU) appears at chest height. There should be broad borders of cream colour along both the breath having ribbon/decorative material stitched at both ends of the length. <b>Colour –</b> Blue Colour - 60 Firozi Colour - 10 Red Colour - 550 Yellow Colour - 380	<b>Approx. 1000 Pc.</b>

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. Samples 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. Supply must be executed in full within 21 days from the date of receipt of the order.
4. Penalty @ 1% per week and a maximum of 10 % will b e 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.

  
DEAN (ACADEMIC AFFAIRS)  
अभिज्ञता (शैक्षणिक कार्य)  
INDIAN INSTITUTE OF TECHNOLOGY  
(BANARAS HINDU UNIVERSITY)  
भारतीय प्रौद्योगिकी संस्थान  
(काशी हिन्दू विश्वविद्यालय)  
VARANASI

## INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

## TO BE RETURNED

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 : YES / NO

Charges will be payable to local Stockist/Dealer:(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. : YES / NO  
If yes, please enclose a photocopy of the same. : .....

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 GST payer. : YES / NO  
If yes, please mention the GSTN : .....

(b) Whether the Local Dealer(s) is / are GST payer(s) : YES / NO  
If yes, please mention the GST 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