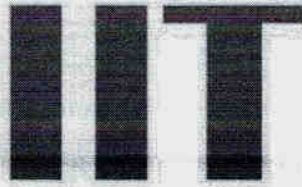




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

ANNEXURE-II

**QUOTATION ENQUIRY**  
**Academic Affairs**

Ref: IIT(BHU)/ACD/Convocation/Purchase/2019-20/QTN/07

Due Date :20/09/2019

Date :05/09/2019

(Last date of quotation receiving) (Date of tender enquiry)

Dear Sir/Madam,

Quotations are invited from Sound Light & Tent Services providers having a proven track record as per enclosed list for the forthcoming VIII<sup>th</sup> convocation of the Institute scheduled to be held on 8<sup>th</sup> November 2019, in sealed envelope. Quotations in duplicate must reach us before the date marked above and should contain the following information:

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.	Particulars (Tent & other materials) Name of Items	Rate per pc. per day/ per sq. ft.
1.	Ceiling- 45' X 120'	
2.	Tables with Frill Covers	
3.	Round Table	
4.	Square Table	
5.	Fiber Chairs	
6.	Steel Chairs with Cover for Dias	
7.	Flex Banner with Frame for main stage 35' X 25'	
8.	Flex Banner with Frame for Directors office 15' X 3'	
9.	Flex Banner with Frame for Academic Section 15' X 3'	
10.	Flex Banner with Frame for IMS Corner 20' X 8'	
11.	Flex Banner with Frame for Channel Gate 20' X 6'	
12.	Flex Banner with Frame for Entrance	
13.	Sinage of Dignitaries -10 Nos.	
14.	Sinage of Department/ Schools and for other Places 10' X 1.5'	
15.	Sinage Flex of Department/ Schools	
	<b>(Sound Light &amp; Electrical items)</b>	
16.	Projector (3500 Luminas)	
17.	LED Screen 8' X 6'	
18.	LED Par with Stands	
19.	Movie Camera with stand	
20.	Complete Light & Sound Set up for S.B. Hall	

21.	PA System for outside platform	
22.	Amplifier with hand held mike/Cordless mike	
23.	Speakers for outside S.B. Hall	
<b>General Items</b>		
24.	Dustbins	
25.	Water Point	
26.	Paper Glass	
27.	Flower Decoration	
28.	Room Fresheners	
29.	Water Glass (Borocil)	

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

1. Above quantities are approximate. It may increase or decrease.
2. Rates must be quoted in the column "**Rate per pc. Per day/ per sq. ft**".
3. Supply must be executed in full from the date of receipt of the order.
4. Order quantity shall be decided before the event and accordingly the order shall be placed to the lowest eligible & responsive Bidder.
5. Penalty @ 1% per week and a maximum of 10 % will be deducted in case of delay in supply
6. 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.

  
 DE ~~HOD/COS/PI~~ AFFAIRS  
 अधिष्ठाता (शैक्षणिक कार्य)  
 INDIAN INSTITUTE OF TECHNOLOGY  
 (BANARAS HINDU UNIVERSITY)  
 भारतीय प्रौद्योगिकी संस्थान  
 (काशी हिन्दू विश्वविद्यालय)  
 VARANASI तागावती

## 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