



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

**Office of the Chief Editor, Institute Newsletter,
(IIT (BHU) Connect)**

☎ :

Fax:

E-mail : editor.newsletter@iitbhu.ac.in

Ref.No.: IIT(BHU)/Newsletter/P.C.I.N/

QUOTATION ENQUIRY

Due Date :- 01.09.2019

Date : 22.08.2019

Dear Sir,

Please submit your lowest rate for supplying the under mentioned items. Quotations in duplicate should be and it must reach in the Office of the Chief Editor, Institute Newsletter, IIT(BHU),Varanasi -221005 on or before 01.09.2019,18.00Hrs. 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.

Quotation must be sent in sealed envelope with word "QUOTATION" and address to Office of the Chief Editor, Institute Newsletter, IIT(BHU),Varanasi -221005 . Our reference number and due date as given above, clearly marked over it.

Sl No.	Name of Items	Unit	Qty
1.	Pages for Printing: 24 (including cover and back) softcopy of the Newsletter will be provided. Size : "8.5 X 11" All pages (including cover and back): Glossy paper, 130 GSM, Multicolor printing. Binding: Centre stitch.	24 pages	1500 Copies

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

1. Supply must be executed in full within 10 days from the date of receipt of the order.
- 2.Penalty @1% per week and a maximum of 10% will be deducted in case of delay in supply
- 3.Supply may be rejected, if not found up to the mark and conformity with the sample provided along with the quotation.

The Sealed quotation will be opened in the Institute Newsletter Purchase Committee meeting.

(Dr.Indrajit Sinha)
Chief Editor
Institute Newsletter

