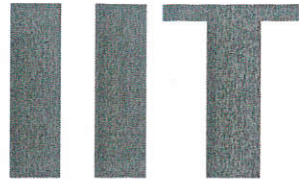




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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

Ref: IIT(BHU)/ACD/Convocation/Purchase/2020-21/QTN/06

Due Date : 01/01/2021  
(Last date of quotation receiving)

Date : 21/12/2020  
(Date of tender enquiry)

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 and make of the item offered and its rate 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.
7. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.

Quotation must be sent in **sealed envelope** with word **“QUOTATION for Printing of Proceedings, Director’s Report, Institute Brochure and Invitation Card”** and addressed to Office of the Dean (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	Quantity
1.	<b>Printing of Proceedings for IX<sup>th</sup> Convocation:</b> Approx. 80 Pages on 75 Gsm Page. Front & Back Cover will be Coloured and plastic coated 300 Gsm, <b>Size: 7” X 9.5”</b>	<b>Approx. 250 Pc.</b>
2.	<b>Printing of Director’s Report for IX<sup>th</sup> Convocation:</b> Approx. 16 Pages (in English and Hindi both) Cover Mutli Color 300 Gsm Art Paper , Inner Pages 130 Gsm Glossy Paper	<b>Approx. 250 Pc.</b>
3.	<b>Institute Brochure 2020:</b> Approx. 20 Pages Glossy Mutli Color	<b>Approx. 250 Pc.</b>
4.	<b>Printing of Invitation Card with Envelope for IX<sup>th</sup> Convocation:</b> Approx. 100 Pcs. <b>Size: 5.5” X 5.5”</b> Inch, Trim Size, Computerized Multicolour Printing, <b>Used Paper:</b> For Card 250 Gsm Handmade Art card Paper <b>Used Paper:</b> For Envelope 130 Gsm Art Paper	<b>Approx. 200 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 as per actual requirement, accordingly per unit cost along with minimum order quantity needs to be mentioned.
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 15 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.

  
21/12/2020  
Dean (Academic Affairs)  
DEAN (ACADEMIC AFFAIRS)  
अधिष्ठाता (शैक्षणिक कार्य)  
INDIAN INSTITUTE OF TECHNOLOGY  
(BANARAS HINDU UNIVERSITY)  
भारतीय प्रौद्योगिकी संस्थान  
(काशी हिन्दू विश्वविद्यालय)  
VARANASI/वाराणसी