



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

QUOTATION ENQUIRY
Academic Affairs

Ref: IIT(BHU)/ACD/2020-21/Annual Report (2020-21)/Quotation/1069

Dated: 18.06.2021

Last Date and time of Bid Submission: 28.06.2021 till 17:00 hrs. in the office of the Dean (Academic Affairs),
IIT(BHU), Varanasi-221005

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 of the paper and cover on which the report shall be printed along with rate F.O.R. IIT(BHU), Varanasi should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. **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.

Quotation must be sent in **sealed envelope** with word “**QUOTATION for printing of Annual Report 2019-20**” 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 | Unit | Qty |
|---------|--|--|--|
| 1. | <p>Pages for final formatting for printing: Approx. 350-400 (The above includes compiling, formatting till the complete report is approved for final printing. The above-mentioned pages may also include approximately 10-15 pages in colour which may be blank/black & white on one side and the other side printed in colour. Only colour printed side will be counted as colour print.)</p> <p>Design of front and back page</p> <p>Pages for printing: Approx. 350-400 (excluding cover and back) including English and Hindi Versions Softcopy of the Annual Report will be provided.</p> <p>Soft copy of the CD versions Annual Report (with more pages) will be provided-printer will create hyperlink index for web upload.</p> <p>Size: 8.5” X 11”</p> <p>Inner Paper: A4 128 GSM Art Paper</p> <p>Cover & Back: 300 GSM Art Paper (Colour)</p> <p>Printing: Black and White with 10-15 colour pages, both in English and Hindi versions; Multi-colour Cover and Back.</p> <p>As per GOI guidelines, Hindi font and format related to MANGAL, UNICODE Should only be followed.</p> <p>Binding: Centre Parting</p> <p>Production: Glossy finish for inner pages, Cover & Back laminated</p> | Approx. 350-400 pages each in English as well as Hindi | 125 Copies of English versions & 75 Copies of Hindi Versions |

N. B.: Other terms & conditions pertaining to item mention are 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 20 days from the date of receipt of the final draft of annual report.
4. Penalty @ 1% per week of the order value 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.
6. **The process of compiling, designing and finalising the annual report requires frequent interaction of the vendor with the designated persons in IIT (BHU), Varanasi, responsible for printing this annual report, therefore, Printers/Publishers located in Varanasi region shall be preferred so that they can frequently interact with the committee in this regard and any delay due to geographical distances is avoided.**

Vikas Kumar Jaiswal
Chairman, 18/06/2021
Annual Report Committee