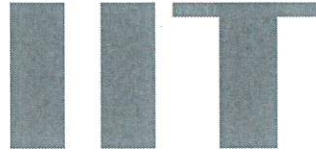




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

## Quotation Enquiry

Ref: IIT(BHU)/ACD/2024-25/13Conv/05

Date of Tender Enquiry: 23.09.2024

Last date & Time of Submission of quotation: 07.10.2024 at 17:00 Hrs.

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 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.

Quotation must be sent in **sealed envelope** with word **“QUOTATION for Printing and Supply of Invitation Card, Convocation Proceedings, Directors Report and Institute Brochure”** and addressed to Office of the Dean (Academic Affairs), IIT (BHU), Varanasi- 221005 (UP).

Sl. No.	Name of Items	Quantity
1.	<b>Printing of Invitation Card with Envelope for 13<sup>th</sup> Convocation:</b> Size: 8.5" X 5.5" Inch, Trim Size, Computerized Multicolour Printing, Used Paper: For Invitation Card 300 Gsm Art board Paper Used Paper: For Envelope 130 Gsm Art Paper	Approx. 800 Pcs.
2.	<b>Printing of Proceedings for 13<sup>th</sup> Convocation:</b> Approx. 92 Pages on 75 Gsm Page. Front & Back Cover will be Coloured and plastic coated 300 Gsm, Size: 7" X 9.5"	Approx. 2,000 Pcs.
3.	<b>Printing of Director's Report for 13<sup>th</sup> Convocation:</b> Approx. 16 Pages each (in English Version and Hindi Version) Cover Mutli Colour 300 Gsm Art Paper, Inner Pages 130 Gsm Glossy Paper (All Colour Pages) Size : 7" X 9.5"	Approx. 400 Pcs. (200 in Each English and Hindi)
4.	<b>Institute Brochure 2024 for 13<sup>th</sup> Convocation:</b> Approx. 20 Pages Glossy Mutli Colour Size: 7" X 10"	Approx. 300 Pcs.

**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 at the time of placing the order, accordingly per unit cost along with minimum order quantity must 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. **“Print Ready Proff”** must be submitted for proof reading before commencing the final printing.
4. Supply must be executed in full within 10 days from the date of receipt of final Proof finalised by the Institute.
5. Supply may be rejected, if not found up to the mark and in conformity with the sample proof provided before final printing.
6. Payment shall be done online after receipt of ordered items in the Institute in satisfactory condition.

The sealed quotations will be opened in the purchase committee meeting to be held in the office of Dean of Academic Affairs.

23/9/24  
Dean (Academic Affairs)

