



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Academic Affairs
QUOTATION ENQUIRY

Ref : IIT(BHU)/Academic/Purchase/2018-19/QTN/50

Due Date:-31/10/ 2018

Date : 25/10/2018

(Last date of quotation receiving)

(Date of tender enquiry)

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 Dean (Academic Affairs), Indian Institute of Technology, (BHU), Varanasi – 221005 on or before 31st October, 2018, 17.00 Hrs. 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.
5. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.
6. Please mention your agency commission in Indian Rs., if applicable (in case of imported items.)
7. Please give undertaking as per annexure -I-B.

Quotation must be sent in **sealed envelope** with word “**QUOTATION**” and addressed to Dean (Academic Affairs), IIT (BHU), Varanasi- 221005 (UP). Our reference number, and due date as given above, clearly marked over it.

Sl. No.	Name of Items	Unit	Qty
1.	<p>Pages for printing: Approx. 300 (excluding cover and back) including English and Hindi versions Softcopy of the Annual Report will be provided. Soft copy of the CD versions Annual Report (with more pages) will be provided- printer will created hyperlink index for web upload. Size: 8.5” X 11” Inner Paper: A4 128 GSM Art Paper Cover & Back: 300 GSM Art Paper Printing: Black and White without images; Both in English and Hindi versions; Multi-colour Cover and Back. As per GOI guidelines, Hindi font and format related to MANGAL, UNICODE Should only be followed. Binding: Centre Pasting Production: Glossy finish for inner pages, Cover & Back laminated Printer will be paid on proportionate basis in case of increase or decrease in the number of pages or copies.</p>	300 pages each in English as well as Hindi	200 Copies of English versions & 200 Copies of Hindi Versions

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.
2. Supply must be executed in full within 20 days from the date of receipt of the order.
3. Penalty @ 1% per week and a maximum of 10 % will be deducted in case of delay in supply
4. 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.


 25/10/18
 DEAN (ACADEMIC AFFAIRS)
 अधिष्ठाता (शैक्षणिक कार्य)
 INDIAN INSTITUTE OF TECHNOLOGY
 (BANARAS HINDU UNIVERSITY)
 भारतीय प्रौद्योगिकी संस्थान
 (काशी हिन्दू विश्वविद्यालय)
 VARANASI/वाराणसी

 25/10/18