



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

Academic Affairs  
QUOTATION ENQUIRY

Ref : IIT(BHU)/ACD/Convo./2018-19/QTN/ 01

Due Date : 03/10/ 2018

Date : 25/09/2018

(Last date of quotation receiving)

(Date of tender enquiry)

Dear Sir/Madam,

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 03<sup>rd</sup> October, 2018, 16.00 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 / CIF New Delhi.
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	Quantity
1.	Convocation Special Uttariya made of Matka Silk/ Bhagalpuri Silk or similar equivalent with Embroidery of IIT (BHU) Institute Logo in magenta colour on both the side so that both the Logo appear at the Chest height, having border both side in length. Length and Width- 2.5 mtrs. (L) X 1.25 mtrs (W) <u>Colour –</u> Cream Colour - 142 Pink Colour - 300 Magenta Colour - 800 Pista Colour - 08	1250

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. 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 28 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.

*Ashish*  
25/9/18  
HOD/COS/PI  
DEAN (ACADEMIC AFFAIRS)  
अधिष्ठाता (शैक्षणिक कार्य)  
INDIAN INSTITUTE OF TECHNOLOGY  
(BANARAS HINDU UNIVERSITY)  
भारतीय प्रौद्योगिकी संस्थान  
(काशी हिन्दू विश्वविद्यालय)  
VARANASI/वाराणसी