



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

QUOTATION ENQUIRY

Academic Affairs

Ref: IIT(BHU)/ACD/Induction/Purchase/2019-20/QTN/07. Due Date : 21/07/2019 Date : 15/07/2019
(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 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 F.O.R. Varanasi /CIF New Delhi.
2. Sales tax at concessional rate as applicable to educational institution.
3. Your VAT/CST registration number, PAN and GSTIN numbers.
4. Conditions of supply and terms of payment.
5. If you are a manufacture of the item or if you have proprietary right over it, please mention it in the 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", our reference number, and due date as given above, clearly marked over it.

Sl. No.	Name of Items	Quantity
1.	Information Booklet Printing: Approx. 40 Pages on 75 Gsm Page. (36 Inner Pages in Black & White + 4 Cover Pages Laminated & Colored) Size: 7" X 9.5"	1500 Pc. (Approx)

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 10 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.

Gaur
Assistant Professor
Department of Civil Engineering
Indian Institute of Technology (B.H.U.)
Varanasi-221005