



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/ENQ/Purchase/412/720/2019

Date: 06/06/2019

Enquiry Letter

M/s.

.....

.....

Ph. No.:

Sub: Quotation for printing and supply of Assessment Answer Copies

Enquiry issue date: 06.06.2019

Last date of submission: 21.06.2019 at 12:00 Noon

Opening of Bid: 21.06.2019 at 4:00 PM

**Bid Security Amount : Rs.10,000/- (Rupees Ten Thousand Only)
through RTGS/NEFT**

Dear Sir,

Institute is inviting sealed quotations for printing and supply of "Assessment Copies". Kindly quote your rates for the supply of these items as per below mentioned specification.

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 21/06/2019, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-Charge (Purchase), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R destination at IIIT-A, Deoghat Jhalwa, Allahabad. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015.**

Sl. No.	Description of Items	Qty.	Rate (Rs.)	Amount (Rs.)
1	'A' Assessment Copy Size 10.75" x 8.5" Containing 32 pages with cover page 70 GSM Paper with 5 digits numbering , (Alphanumeric) Cover color- Light Green (Front & back) Serial Numbers- A2019-00001 and onwards	15000		
2	'B' Assessment Copy Size 10.75" x 8.5" Containing 24 pages with cover page 70 GSM Paper with 5 digits numbering , (Alphanumeric) Cover color- Yellow (Front & back) Serial Numbers- B2019-00001 and onwards	15000		
3	'C' Assessment Copy Size 10.75" x 8.5" Containing 12 pages with cover page 70 GSM Paper with 5 digits numbering , (Alphanumeric) Cover color- Pink (Front & back) Serial Numbers- C2019-00001 and onwards	20000		

Handwritten signature

Sl. No.	Description of Items	Qty.	Rate (Rs.)	Amount (Rs.)
4	'C1/2' Assessment Copy Size 10.75" x 8.5", Containing 12 pages with cover page 70 GSM Paper with 5 digits numbering (Alphanumeric) Cover color- Light Green/Light Purple (Front & back) Serial Numbers- C/2019-20001 and onwards	10000		
5	'C3' Assessment Copy Size 10.75" x 8.5" Containing 16 pages with cover page 70 GSM Paper with 5 digits numbering , (Alphanumeric) Cover color- White (Front & back) Serial Numbers- C3/2019-10001 and onwards	15000		
Total Rs.				
Taxes (GST) -				
Grand Total Rs.				

Notes :

1. Perforation Mark "IIIT-A" at top left corner in all pages.
2. A hole in all copies on top left corner before perforation mark "IIIT-A" (for tagging purpose)
3. All copies will be accepted in a serial number.
4. Serial number must be printed in all pages on top right corner.
5. 'C1/2' and 'C3' Assessment copy will be accepted in ruled pages.
6. Two staple binding is required in every copy.
7. All C1/C2 copies will be duly packed in paper envelopes, in sets of 16 copies in one envelope.
8. Suppliers are requested to deliver the answer copies in packing of separate color for each type of answer copies i.e 'A' type, 'B' type, 'C' type and 'C3' type.
9. **All type of copies i.e. 'A', 'B', 'C', and 'C3' copies will be duly packed in sets of 100 copies.**
10. **'C1/2' copies will be duly packed in paper envelopes, in sets of 16 copies in serial order in one envelope with the copy numbers mentioned on the envelope cover.**
11. Financial Bid must be done in this format only.

Terms and Conditions :

1. Whether having own printing press: **Yes/No**
If "Yes" please attach documentary evidence. In case of no documentary evidence having it own printing press is found the bid will summarily be rejected.
2. Tenderers are requested to submit two work order of similar nature work in government organization press (documentary evidence should be attached).
3. The Tenderer should have her/his own printing press (documentary evidence should be attached) without which tender shall be rejected.
4. Turnover of the firm should be 10 lakh for the last two year i.e. 2017-18 & 2018-19 (documentary evidence should be attached).
5. Quoted rates should be valid at least for 60 days.
6. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No: 0532-2922051.
7. Tenderers are requested to submit a work order of similar nature work in government organization.
8. Kindly quote & attach a copy of your income tax PAN No. / GST no. etc. mandatory on the quotation raised by you. If PAN no. not quoted, 20% TAX will be deducted at source.
9. **Supply of the above items must be completed within 3 weeks from the date of receipt of the order. If the supply delayed beyond the stipulated time of**

Handwritten signature

completion of the supply, penalty of 1% per week or maximum 10% of the total cost may be imposed at the discretion of the competent authority.

10. Price Basis & applicable Tax claim: Price should be quoted by interested Tenderer is inclusive of all up to F.O.R. IITA, Allahabad basis. Vendor should clearly mention the Rate of applicable GST Tax separately, if firm will not mentioned the Taxes clearly on their Price Quotation, IIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIT, Allahabad on account of Taxes.
11. Details of Bank account of Firm/Agency for returned of BS and/or Performance Security

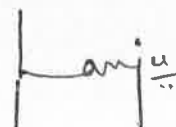
Bank's Account Holder Name:.....
Type of Account Name:.....
Address of Branch:.....
Account No:.....
IFSC Code:.....

12. **Bid Security** : Bid Security (BS) fee should be directly transfer into the bank account (IIT-A General AC) of Indian Institute of Information Technology, Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without BS fee receipt will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. **Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from BID SECURITY. Such bidder needs to submit relevant document along with technical bid of tender.** BS receipt should be enclosed in a separate envelop. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period. No interest shall be paid on Bid Security/Performance Security.

The detail of institute's Bank account is as below;

Account Name : IIT A EMD And Security Deposit Account
Bank name : Punjab National Bank
Address : Pipalgaon Branch, Allahabad, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600

13. If it is found that items are of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
14. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
15. Evaluation of offers will be made on the basis of total amount of all items inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format. Rate for all the items is to be quoted by the tenderer. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However, while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.
16. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.



17. Payment will be made within fifteen days after completion of work, satisfactory inspection & satisfactory report. No conditions/clause with regard to interest etc. shall be entertained.
18. Tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **21/06/2019 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Only one representative will be allowed to attend the technical/financial bid for a particular firm. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.
19. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
20. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
21. In case the firm fails to complete the job within maximum specified period, Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
22. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer.
23. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
24. For any technical queries, please contact Mohd. Saleem Ansari, Jr Superintendent (0532-2922030), Email-saleem@iiita.ac.in.
25. Tenderers may feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for any queries.
26. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
27. The lowest rate will not be the basis of claim to get the order.
28. All legal disputes shall be subject to Jurisdiction at courts in Prayagraj.

Assistant Registrar (Purchase)

Read and accepted.

Signature & stamp of Bidder or
Authorized Signatory

Copy to:

1. Faculty In Charge Purchase – for kind information
2. Indenter- for information and necessary action.