



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

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Ref no. IIIT-A/ENQ/SP/1121/1682/2022

Date: 24/08/2022

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for Printing and Supply of Convocation Brochure & Invitation card

Enquiry issue date: 24/08/2022

Last date of submission: 01/09/2022 till at 12:00 Noon

Opening of Bid: 01/09/2022 at 4:00 PM

Dear Sir,

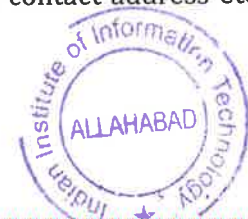
Institute is inviting sealed quotations for "Printing and Supply of Convocation Brochure & Invitation card". Kindly quote your rates for the supply of these items as per below mentioned specification:

Wor k No.	Description of Items	Qty.	Unit Rate (Rs.)	Amount (Rs.)
Printing of Convocation Brochure & Invitation card				
1.	*Convocation Brochure- Size: 10 x 7 inches Pages: 95 (approx) Paper: 120 GSM (inside), 300 GSM (Cover), Matte Finish Printing: Multi-Color Printing Binding: Perfect bound	700		
2.	Printing of Invitation card & Envelops Envelope Size-8"x5.50" (170 GSM) Invitation Card Size- 7.80"x5.40" (300 GSM) Four Color Digital Printing	60		
			Total Rs.	
			Taxes (GST@___) -	
			Grand Total Rs.	
Number of pages may increase/decrease by $\pm 15\%$ and shall be calculable on prorata basis in multiples of 4 pages.				

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. by **01/09/2022 upto 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), 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.

[Handwritten Signature]
24/8

[Handwritten Signature]



Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015.**

Terms and Conditions:

1. Tenderers are requested to submit work order of similar nature of work in government organization (documentary evidence should be attached).
2. Quoted rates should be valid at least for 30 days.
3. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No: 0532-2922013.
4. 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.
5. **Supply of the above items must be completed within 1 weeks from the date of final approval of sample. If the supply delayed beyond the stipulated time of 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.**
6. 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.
7. Successful vendor has to supply a soft copy in native format (Corel, illustrator etc) and a PDF version in a CD or pen drive along with the supply.
8. 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, IIIT, Allahabad.
9. Payment will be made within fifteen days after printing, supply and satisfactory report from indenter. No conditions/clause with regard to interest etc. shall be entertained.
10. All legal disputes shall be subject to Jurisdiction of courts at Prayagraj


Prepared by :

Copy to:

- PS to Director - for kind information of Hon'ble Director

