



# 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/Purchase/412/504/2018  
Date: 13/11/2018

## Enquiry Letter

M/s. ....

.....

.....

Ph. No.: .....

### Sub: Quotation for printing and supply of Assessment Answer Copies

**Enquiry issue date:** 13.11.2018

**Last date of submission:** 03.12.2018 till at 12:00 Noon

**Opening of Bid:** 03.12.2018 at 4:00 PM

**EMD Amount : Rs.3,000/- (Three Thousand Only)  
through RTGS/NEFT**

Dear Sir,

Institute is inviting sealed quotations for printing and supply of "Assessment Answer Copies".

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 03/12/2018, 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**. Kindly quote your rates for the supply of these items as per below mentioned specification:

Sl. No.	Description of Items	Qty.	Unit Rate (Rs.)	Amount (Rs.)
1	'C1/2' Assessment Answer Copy Size 10.75" x 8.5", Containing 12 pages with cover page 70 GSM Paper with 5 digits numbering (Alphanumeric) Cover color- <b>Light Orange</b> (Front & back) Serial Numbers- C/2019-00001 and onwards	20000		
2	'C3' Assessment Answer Copy Size 10.75" x 8.5" Containing 16 pages with cover page 70 GSM Paper with 5 digits numbering , (Alphanumeric) Cover color- <b>White</b> (Front & back) Serial Numbers- C3/2019-00001 and onwards	10000		
3	<b>Loose ruled A4 Size pages</b> 70 GSM Paper with 5 digits numbering (Alphanumeric) Serial Numbers- L/2019-00001 and onwards with IIIT-A logo as colored water mark	25000		
<b>Total Rs.</b>				
Taxes (GST) -				
<b>Grand Total Rs.</b>				

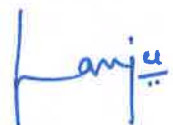
*Handwritten signature*

### **Important Notes**

1. All copies will be accepted in ruled pages and a serial number.
2. Serial number must be printed in all pages on top right corner.
3. Perforation Mark "IIIT-A" at top left corner in all pages.
4. A hole in all copies on top left corner before perforation mark "IIIT-A" (for tagging purpose)
5. Two staple binding is required in every copies.
6. All C1/C2 copies will be duly packed in paper envelopes, in sets of 16 copies in one envelope.
7. Loose ruled pages packs of 100 sheets (like letter pad packing)
8. 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 bid will summarily be rejected.
2. Tenderers are requested to submit two work order of similar nature of work in government organization press (documentary evidence should be attached)
3. Turnover of the firm should be Rs.4 lakh for the last two year (documentary evidence should be attached).
4. Quoted rates should be valid at least for 60 days.
5. For any technical queries, please contact Mohd. Saleem Ansari (0532-2922030).
6. May feel free to contact on e-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No: 0532-2922051.
7. 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.
8. **Supply of the above items must be completed within 4 weeks from the date of receipt of the order. 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.**
9. Price Basis & applicable Tax claim: Price quoted by interested Tenderer should be inclusive of all up to F.O.R. IIITA, 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, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount at a later stage shall be paid by IIIT, Allahabad on account of Taxes.
10. Details of Bank account of Firm for returned of EMD and/or Performance Security  
**Bank's Account Holder Name:.....**  
**Type of Account Name:.....**  
**Address of Branch:.....**  
**Account No:.....**  
**IFSC Code:.....**
11. **E.M.D.:** EMD fee should be directly transfer into the bank account (IIIT-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 EMD fee receipt will not be considered). EMD receipt should be enclosed in a separate envelop. No interest shall be paid on Performance Security.  
The detail of institute's Bank account is as below;  
**Account Name: IIITA General AC**  
**Bank Name: Indian Overseas Bank**  
**Address: 61, M.G. Marg, Civil Lines, Allahabad**  
**Account No.: 035001000060976**  
**IFSC Code: IOBA0000350**
12. 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.
13. Conditional quotations are liable to be rejected. In the event of acceptance, Director, IIIT-A decision will be final. The rates should be quoted as per our required specifications.
14. 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.
15. 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 Tenderer/s, 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.
  16. 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.
  17. Tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **03/12/2018 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](mailto:info.purchase@iiita.ac.in).
  18. 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.
  19. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
  20. 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.
  21. 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.
  22. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIT-A website [www.iiita.ac.in](http://www.iiita.ac.in) Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
  23. All disputes are subject to the jurisdictions of Allahabad.

  
**Assistant Registrar (Purchase)**

**Copy to:**

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