



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
(A University Established under sec 3 of UGC Act. 1956 vide Notification No F 9-4/99-U 3 Dated 4/08/2000 of Govt of India)
(A Centre of Excellence in IT, Established by Govt. of India)
Deoghat, Jhalwa, ALLAHABAD- 211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/7th SC/DR(E)/1339/2014
Date: 05th November 2014

Enquiry Letter

To,

M/s.

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Sub: Enquiry of printing & supply of Booklets & Brochure for the 7th Science Conclave.

Dear Sir,

The Institute intends to printing and supply of booklet and brochure for the 7th Science Conclave 2014 with the following specifications. Kindly quote your competitive rates for the said publications:

S.No.	Item Description	Qty.	Rate in Rs. per copy	Total Rs.
1.	Book: 1 Printing of Booklets i. Number of Pages: Approx 290 ii. Page size - Print area 12.4 Cm width, 19.2 Cm height iii. Book Size- 18 cm width & 24.5 cm height iv. Cover - Soft cover, 300 GSM art paper with lamination v. Print Colour: Inner pages-Black & white, cover page-colour vi. Binding: Stitching binding (Tanni Binding) vii. Cover - Soft cover, 300 GSM art paper with lamination viii. Paper quality- Maplitho - 80 to 85 GSM ix. Expected Shelf life of the book:15 to 20 Years x. Format of the material will be provided to the printer in PDF xi. Delivery date- 2 weeks from the time the soft copy of the manuscript in PDF format is handed over to the printer along with the print order	2000 copies		
2.	Book: 2 Printing of Brochure i. Number of pages: Approx 24 ii. Page size: Print area - 14.0 cm width and 20.5 cm height iii. Book size: 18 cm width and 24.5 cm height iv. Print colour: Inner pages - Black and white, cover page - colour v. Binding: Staple Binding vi. Cover: Soft cover, 180 to 200 GSM art paper vii. Paper quality: Maplitho - 80 to 85 GSM viii. Expected Shelf life of the book: 1 to 2 years ix. Format in which Material to be provided to the printer: PDF x. Delivery date: 2 weeks from the time the soft copy of the manuscript in PDF format is handed over to the printer along with print order	1400 copies		

You are requested to send the quotation by courier/speed post and also by hand with complete details of specifications, terms & conditions etc. upto **13/11/2014 till 6:00 PM**. Rates should be quoted with all taxes inclusive.

Note :

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 60 days.
3. The sample of Booklet & Printing matter of above shall be provided by the Institute.
4. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
5. Enquiry/tender must be quoted in prescribe format.
6. Payment will be made within fifteen days after delivery and verification.
7. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, **Ph. No. : 0532-2922051**.
8. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
9. Fax/E-mail address/contact no./Name of person to be contacted.
10. Those interested may collect the soft copy of the book from the purchase section.
11. Kindly quote your Income Tax PAN No. /TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
12. The lowest rate will not be the basis of claim to get the order.
13. TDS @ 4% will be deducted at the time of payment as per letter no.-1240/P-7/TDS Deduction/13-14/Joint Commissioner (Karya Palak) Commercial tax Allahabad Division (B), Allahabad, Dated-17 October 2013.
14. **Printing of Booklets will be completed within 07 days from the receipt of the printing matter.** If, the supply delayed beyond the stipulated time of completion of supply penalty of 10% the total cost may be imposed at the discretion of the competent authority.
15. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
16. All disputes are subject to Jurisdiction of Allahabad.
17. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
18. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
19. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender/enquiry.
20. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.
21. Kindly quote your email ID and Bank details etc.

(Seema Shah)
Deputy Registrar (E)

Copy to:

- **Hon'ble Director for kind information**
- **Chairman- Purchase committee**