



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

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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

**Enquiry Letter**

Ref. No. : IIIT-A/ENQ/DR(E)/28657/ 2015

Date : 15<sup>th</sup> December 2015

To,

M/s.....  
.....  
.....  
☎ .....

**Sub: Quotation for printing of booklets "Annual Report & Annual Accounts for the year 2014-15".**

Dear Sir,

The Institute is intends to printing and supply of booklets "**Annual Report & Annual Accounts for the year 2014-15**" of IIIT-Allahabad. The detailed specifications and terms & conditions are given in **Annexure I & II**.

The document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee **etc. upto 31.12.2015 at 6:00 p.m.** Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

(Dr. Seema Shah)  
Deputy Registrar (E)

**Copy to:**

➤ Hon'ble Director for kind information.

**Annexure-I**

**Technical Bid**

**(On letter head of the Firm & in a separately sealed envelope)**

**PROFORMA FOR APPLICATION**

1. Name of the firm :- .....
  2. Address of the firm :- .....
  3. Phone Number (With Code):- .....
  4. Proprietor's name: - .....
  5. Address of Proprietor: - .....
  6. Proprietor's Phone No. :- .....
  7. Details of the firm:
    - (a) Date from which the firm is operating: - .....
    - (b) Turnover of the firm during: - FY 2012-13 (₹).....  
FY 2013-14 (₹).....  
FY 2014-15 (₹).....
- (Please attach documentary evidence)**
- (c) PAN No. :- .....
  - (d) TIN No. :- .....

**8. Tender Processing Fee:** An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

**9. Whether having own printing press:** Yes/No  
If "Yes" please attach documentary evidence. In case of no documentary evidence having its own printing press is found the bid will summarily be rejected.

**10. E.M.D. :** The tenders should be accompanied in a form of a **Demand Draft/FDR** in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

**Amount of EMD as below:**

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Printing of booklets "Annual Report & Annual Account for the year 2014-15" (English & Hindi Version)	10,000.00	

### **Terms and Conditions:**

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 60 days.
3. The printing matter shall be provided by the Institute.
4. The Tenderer should have her/his own printing press (documentary evidence should be attached) without which tender shall be rejected.
5. Turnover of the firm should be 10 lakh for the last two year
6. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
7. Enquiry/tender must be quoted in prescribe format on the company/firm letter head, not of attached IIIT-A proforma.
8. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
9. Payment will be made within fifteen days after delivery and verification.
10. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051**.
11. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
12. 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.
13. The lowest rate will not be the basis of claim to get the order.
14. Proof is to be given within 05 days and delivery in 15 days after receiving of final approval of proof. If, the supply delayed beyond the stipulated time of completion of supply penalty of 1% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
15. Conditional tenders will not be considered in any case. They will be summarily rejected.
16. All disputes are subject to jurisdiction of Courts at Allahabad.
17. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
18. It is mandatory to mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.

**(Dr. Seema Shah)**  
**Deputy Registrar (E)**

**Copy to:**

- Hon'ble Director for kind information.

*Amr*

**Annexure-II**

**PRINTING OF BOOKLETS "ANNUAL REPORT 2014-15"**

**Financial Bid**

(To be quoted on the company letter head with the below prescribed proforma only)

(Sealed separate envelop)

S.No.	Item Description	Qty.	Unit Rate in Rs.	Total Rs.
1.	<b>a) Annual Report 2014-15</b> English Version Size: 10.8" x 8.2", Pages : 200 + 4 Cover page Multi Colored Printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper)	100		
	<b>Cost of each extra pages beyond 200 pages-</b>			
	<b>b) Annual Report 2014-15</b> Hindi Version Size: 10.8" x 8.2", Pages : 200 + 4 Cover page Multi Colored Printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper)	100		
	<b>Cost of each extra pages beyond 200 pages-</b>			
2.	<b>a) Annual Account 2014-15</b> English Version Size: 10.8" x 8.2", Cover pages multi color and other pages black & white printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper) Pages: 70	100		
	<b>Cost of each extra pages beyond 70 pages-</b>			
	<b>b) Annual Account 2014-15</b> Hindi Version Size: 10.8" x 8.2", 04 pages multi color and other pages black & white printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper) Pages: 70	50		
	<b>Cost of each extra pages beyond 70 pages-</b>			

**Note:** Financial Bid must be done in this format only.

Signature of the tenderer

Seal of the firm