



# 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/FIP/218/538/2018  
Date: 27/02/2018

## Enquiry Letter

M/s. ....  
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.....  
Ph. No.: .....

**Sub: Quotations for procurement of office stationary (Printing Items) at IIIT-Allahabad.**

**Enquiry issue date:** 27.02.2018  
**Last date of submission:** 13.03.2018 at 12:00 Noon  
**Opening of Bid:** 13/03/2018 at 4:00 PM

Dear Sir,

Institute is inviting sealed quotations for "**Printing and Supply of office stationary (Printing Items) at IIIT-Allahabad**" as per details given as below:-

Sl. No.	Description of Items	Qty.	Unit Rate (Rs.)	Amount (Rs.)
1.	Office file with Institute address printing (Green & Red color)	3500+500		
2.	A4 size yellow envelopes with Institute's address printing	4000		
<b>Total Amount(in Rs)-</b>				
<b>Taxes (GST)-</b>				
<b>Grand Total (in Rs)-</b>				

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 13/03/2018 at 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.**

**Note:**

1. Quoted rates should be valid at least for 60 days.
2. May feel free to contact on e-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No: 0532-2922051.
3. Tenderers are requested to submit a work order of similar nature work in government organization.
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 3 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.
6. All disputes are subject to the jurisdictions of Allahabad.

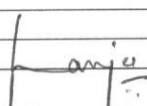
*Handwritten signature*

7. Price Basis & applicable Tax claim: Price should be quoted by interested Tenderer is 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 in later stage shall be paid by IIIT, Allahabad on account of Taxes.
8. 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.
9. 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.
10. 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.
11. 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. 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.
12. 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.
13. 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.
14. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
15. 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.
16. 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.
17. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIITA 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.
18. Complete Postal address of tenderer/bidder (to dispatch the EMD to unsuccessful bidder) Complete Postal address of tenderer/bidder (to dispatch the EMD to unsuccessful bidder) along with mobile number and email id.

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**Faculty In-Charge (Purchase)**

**Copy to:**

- > P S to Hon'ble Director for kind information.