



# 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

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

Ref no. IIIT-A/ENQ/SP/1174/1844/2023

Date: 27/01/2023

## Enquiry Letter

M/s. ....

Ph. No.: ....

### Sub: Quotation for Printing and Supply of Annual Report & Annual Accounts 2021-2022.

Enquiry issue date: 27/01/2023

Last date of submission: 03/02/2023 till at 12:00 Noon

Opening of Bid: 03/02/2023 at 4:00 PM

Dear Sir,

Institute is inviting sealed quotations for printing and supply of **Annual Report & Annual Accounts 2021-2022**. Kindly quote your rates for the supply of these items as per below mentioned specification:

S.No	Description of Items	Qty.	Unit Rate (Rs.)	Amount (Rs.)
1.	<b>Annual Report 2021-22</b> English Version Size: 10.8"x 8.2", Estimated Pages: 150 + 4 Cover page (±10%) Printing: Multi Colored, 130 GSM (Art Paper) Cover Pages: Colored, 300 GSM (Art Paper)	60		
2.	<b>Annual Report 2021-22</b> Hindi Version Size: 10.8"x 8.2", Estimated Pages: 150 + 4 Cover pages (±10%) Printing: Multi Colored, 130 GSM (Art Paper) Cover Pages: Colored, 300 GSM (Art Paper)	60		
3.	<b>Annual Account 2021-22</b> English Version Size: 10.8"x 8.2", Estimated Pages: 90 + 4 Cover pages (±10%) Printing: Black & white printing, 130 GSM (Art Paper) Cover Pages: Colored, 300 GSM (Art Paper)	60		
4.	<b>Annual Account 2021-22</b> Hindi Version Size: 10.8"x 8.2", Estimated Pages: 90 + 4 Cover pages (±10%) Printing: Black & white printing, 130 GSM (Art Paper) Cover Pages: Colored, 300 GSM (Art Paper)	60		
<b>Total Rs.</b>				
Taxes (GST@ ) -				
<b>Grand Total Rs.</b>				
<b>Cost of per extra pages ( for S.No.1 &amp; 2) beyond 165 pages.</b>				
<b>Cost of per extra pages (for S.No.3 &amp; 4) beyond 100 pages.</b>				



You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. by **03/02/2023 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.

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. You may feel free to contact on e-mail [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No: 0532-2922051.
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. The quantity of pages may be Increase/Decrease upto 10%. The payment will be made as actual basis.
6. **Supply of the above items must be completed within 2 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.**
7. 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.
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 the Jurisdiction of courts at Prayagraj
11. The Vendor has to provide PDF & Doc files of the final reports for upload in the website.
12. Dummy copy of the reports should be provided before printing the final copies to put up before the authority.

  
Prepared by :

  
  
Joint Registrar (S&P)

**Copy to:**

- PS to Director - for kind information of Hon'ble Director
- Registrar(Acting)- for information
- DR/Library)- for information
- Indenter- to ensure compliance of T&C of this work order through agency

