



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

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/ENQ/Store/1299/1977/2023

Date: 23/05/2023

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotation for printing and supply of materials

Enquiry issue date: 23/05/2023

Last date of submission: 06/06/2023 up to 12:00 Noon

Opening of Bid: 06/06/2023 at 4:00 PM

Dear Sir,

Institute is inviting sealed quotations for printing and supply of following mentioned materials. Kindly quote your rates for the supply of these items as per below mentioned specification.

Sl No.	Item Description	Unit	Qty	Rates (Rs.)	Amount (Rs.)
1.	Brown cloth Envelop A3 size (297 x 420 mm in size) (With Printed of Institute address)	Nos.	2000		
2.	Brown cloth Envelop A4 size (210 x 297 mm in size) (With Printed of Institute address)	Nos.	2000		
3.	Yellow Envelop A4 size (With Printed of Institute address)	Nos.	2000		
4.	Institute letter Head A4 size (100 GSM) (With Printed of Institute address on Top)	Pkt (100 sheets)	100		
5.	Plastic Folder (Size 12 inch x 8.7 inch) (With Institute's Name Printed)	Nos.	2500		
6.	Institute's Green Sheet for noting purpose (Legal size) with printed Institute's name with logo	Pkt (100 sheets)	100		
7.	Window small size Envelop (size 10 inch x 4.5 inch) (With Printed of Institute address)	Nos.	1500		
8.	Non-Window small size Envelop (size 10 inch x 4.5 inch) (With Printed of Institute address)	Nos.	1500		
	Total (Rs.) -				
	Taxes (GST) -				
	Grand Total in Rs. -				



You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. by **06/06/2023 upto 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in front of the purchase section, East wing Admin building IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R destination at IIIT-A, Deoghat Jhalwa, Prayagraj. 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.

Note:

1. Quoted rates should be valid at least for 30 days.
2. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No: 0532-2922051.
3. 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.
4. **Printing & Supply of the above items must be completed within 2 weeks after sample approval from Indenter. 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.**
5. 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.
6. 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.
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. 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.
9. Payment will be made within fifteen days after delivery and satisfactory report from indenter. No conditions/ clause with regard to interest etc. shall be entertained.
10. All the documents submitted must be legible and self-attested. Otherwise, it is likely to be rejected.
11. All disputes are subject to the jurisdictions of Allahabad.

Prepared by

Joint Registrar (S&P)
Read and accepted.

Copy to:

- PS to Director for kind information.

Signature & stamp of Bidder or
Authorized Signatory