



# 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/1365/ 2278 /2024  
Date:24/07/2024

## Enquiry Letter

M/s. ....

.....

.....

Ph. No.: .....

Sub: Quotation for "Purchase of attire for 19<sup>th</sup> Convocation" at IIIT-A

Enquiry issue date : 24/07/2024

Last submission date : 08/08/2024 upto 12:00 Noon

Opening of Bid : 08/08/2024 at 4:00 PM

Dear Sir,

Institute intends to " **Robe & attire distribution**" for which quotations are invited as per details given in below, kindly submit your quotation in prescribed format as follows:

Sl. No	Description of Work	Qty.
1.	<b>Premium Jackets and uttariya (With logo printing) for Dignitaries</b> a. Mistair by siyaram or substantially equivalent b. Matching colour astar underneath c. High quality pasting material Colour and size will be specified along with award of the order.	35
2.	<b>Sadri Jackets and uttariya (With logo printing) for Graduating students</b> a. Khadi linen or substantially equivalent b. Matching colour astar underneath c. High quality pasting material Colour and size will be specified along with award of the order.	700
3.	<b>Sadri jackets (for faculty and office staff)</b> a. Khadi linen or substantially equivalent b. Matching colour astar underneath c. High quality pasting material Colour and size will be specified along with award of the order.	200
4.	<b>T-shirts with collar (Polo T-shirt)</b> <b>Fabric -cotton mix</b> Colour and size will be specified along with award of the order	420

1. Tenderers are requested to submit the quotation by courier/speed post in **two bid system** with complete details of specifications, terms & conditions etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid" and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Joint Registrar (Store & Purchase), IIIT- Allahabad upto-08/08/2024, 12:00 Noon. Quotations duly sealed

may also be dropped in the tender box placed in the office of the Joint Registrar (Store & Purchase), IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.

2. All Tenders should be addressed to **"Joint Registrar (Store & Purchase), Indian Institute of Information Technology, Allahabad, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India"**.
3. After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly. Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. **For any queries regarding the tender, please send a mail to [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in). No any other medium of query will be entertained.**

4. Details of Bank account of Firm for returned of EMD and/or Performance Security

Bank's Account Holder Name: .....  
Type of Account Name: .....  
Address of Branch: .....  
Account No: .....  
IFSC Code: .....

5. E.M.D.: EMD amount Rs.28,000/- should be directly transferred into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered).

The detail of institute's Bank account is as below;

Account Name	:	IIIT A EMD and Security Deposit Account
Bank Name	:	Punjab National Bank
Address	:	Pipalgaon Branch, Allahabad, Prayagraj
Account number	:	8636000100031943
IFSC Code	:	PUNB0863600

Joint Registrar (Store & Purchase)

Copy to:

➤ PS to Director- for kind information to director please.



## TECHNICAL BID

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

1. Date & Time of opening Tender : .....

Name of the firm (As registered):-.....

2. Address of the firm:-.....

.....

.....

3. Phone Number: - .....

4. Proprietor's name:-.....

5. Address of Proprietor:-.....

6. Proprietor's Phone No.:-.....

7. Proprietor's Email ID :- .....

8. Details of the firm:-

(a). Date from which the firm is operating:-.....

(b). Turnover of the firm during: - FY 2021-2022 (Rs.).....

FY 2022-2023 (Rs.).....

FY 2023-2024 (Rs.).....

(Please attach documentary evidences)

(c) PAN No.:-.....

(d) GST No.:-.....

(e) Service Tax Registration No.:-.....

.....  
Seal and signature of the

Proprietor/ Authorized Representative





## FINANCIAL BID

(To be given in a separately sealed envelope on letter head of the Firm)

**Date & Time of opening:** To be communicated separately to technically qualified vendors only

### Bill of Quantity and Tender Rate Form 2024

Sl. No	Description of Work	Qty.	Unit/Rate (Rs.)	Taxes (GST)	Amount (Rs.)
1.	<b>Premium Jackets and uttariya (With logo printing) for Dignitaries</b> a. Mistair by siyaram or substantially equivalent b. Matching colour astar underneath c. High quality pasting material Colour and size will be specified along with award of the order.	35			
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4.	<b>T-shirts with collar (Polo T-shirt)</b> <b>Fabric -cotton mix</b> Colour and size will be specified along with award of the order	420			
5.	<b>Additional charges if any, specify</b>				
<b>Total (in Rs.)</b>					
GST @.....					
<b>Grand Total (in Rs.)</b>					

**Note:**

1. Rates quoted shall be inclusive of all Taxes etc.. but showed separately.
2. Packing & Transportation charges , any other charges , require to mention clearly in financial bid.
3. The quantity may increase or decrease by 25% as per requirements.
4. 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 Bidder. 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.

.....  
(Seal & Signature of the Proprietor/  
Authorized Representative



**Note:**

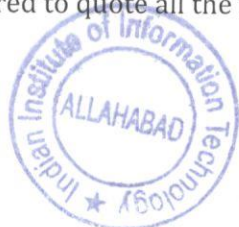
1. FOR destination IIIT-Allahabad, Deoghat Jhalwa, Prayagraj.
2. GST should be quoted as per the Government norms, in case due to any error/ oversight, the GST quoted by the bidder is less than the actual rate, the bidder will not be permitted to rectify the error/oversight.
3. The orders/ contract will be placed for the total amount including the (lower) rate/s quoted by the bidder.
4. Different Size and corresponding colour will be specified at the time of placing order.
5. **Sample Submission:** Sample jacket or T-shirt should be mandatorily submitted along with the bid. (Without sample the bid may not be considered). Sample approval will be part of technical evaluation and based on which, bids will be qualified or disqualified. Decision regarding sample approval taken by the designated committee shall be final.
6. **Quantity may increase or decrease up to 25% at the discretion of Institute.**
7. **Validity of quotation:** Quotation must be valid for a minimum of 90 days from the date of opening of tender.
8. Tender rates must be quoted in prescribed format.
9. The Annual average turnover of the tenderer should not be less than Rs.10 Lakhs p.a. during last three years i.e. F.Y. 2021-2022, 2022-2023 & 2023-2024.
10. The vendor should have experience for providing similar type of works or manufacturing and delivery experience at IITs/IIITs/Universities or similar organization during last three year (attach documentary evidence).
11. Subletting in any form will not be allowed.
12. **Bid security:** The person or persons whose tender is accepted (hereinafter called the contractor) shall deposit security deposit equivalent to 10% within three days after his or their tender has been accepted, in Institute account which has to be electronically transferred through the RTGS/NEFT into the bank account of Institute as mentioned below:

Account Name : IIIT A EMD and Security Deposit Account  
Bank Name : Punjab National Bank  
Address : Pipalgaon Branch, Allahabad, Prayagraj  
Account number : 8636000100031943  
IFSC Code : PUNB0863600

Security Deposit should remain valid for thirty days. No interest shall be paid on Security Deposit. The Security Deposit will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.

**13. Payment schedule:**

- (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.
  - (ii) Payment shall be made within 15 days on completion of the work after due verification by the site in-charge as per tendered rates.
14. Tenderer should submit GSTIN registration copy with quotation.
  15. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
  16. Tenderers are desired to quote all the items as mentioned above, failing which quotation will not be considered.





17. Enquiry/tender must be quoted in the prescribed format on the letterhead of the firm/vendor, otherwise quotation shall be rejected outright.
18. **Completion Period:** Work should be completed within 03 weeks from the receipt of the work order, If the work delayed beyond the stipulated time of completion penalty of 1% per week or part thereof of the total cost shall be imposed at the discretion of the competent authority. The penalty may be up to 10% of the total accepted bid value.
19. **Actual date of delivery of all the item as per the supply order will be calculated on the basis of the last date of delivery of items in case of partial delivery.**
20. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications and committee, the firm, will have to replace the fake/ sub-standard items with genuine quality ones immediately. Additionally, they will also be liable to be blacklisted.
21. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision shall be final and binding on both parties. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications will not be considered.
22. The right to accept or reject any tender/ quotation, partially or wholly, including the lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. 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 Tenderers, 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 T&Cs.
23. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website only [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 updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.**
24. Tenderers may feel free to contact Purchase Section through E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) (Ph. No. : 0532-292-2804/2217/2213) for any queries.
25. The lowest rate will not be the basis of the claim to get the order.
26. All legal disputes shall be subject to Jurisdiction at courts at Prayagraj.

  
Prepared by

  
Joint Registrar (Store & Purchase)

Read and accepted.

**Copy to:**

- PS to Director for kind information

Signature & stamp of Bidder or  
Authorized Signatory

