



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

## QUOTATION ENQUIRY

Academic Affairs

Ref: IIT(BHU)/ACD/Convocation/Purchase/2022-23/QTN/ 4206

Date of Tender Enquiry: 17.08.2022

Last date & Time of Submission of quotation: 31.08.2022 upto 17:00 Hrs.

Dear Sir(s),

Please submit your lowest quotation for supplying the under mentioned items. Quotation in duplicate must reach us before the date marked above and should contain the following information:

1. Full specification of material of the item offered with rate F.O.R. Varanasi should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. **Clearly mention your E-mail ID and Mobile number.**
4. Clearly mention appropriate GST % as applicable for supplying of Goods & Services to IIT(BHU), Varanasi.
5. Please mention your GST registration number and PAN in the quotation.
6. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
7. If you have proprietary right over the product, please mention the same in your quotation and provide a certificate.

Quotation must be sent in **sealed envelope** with word **“QUOTATION for Minting of Medals for 11<sup>th</sup> Convocation”** and addressed to **Office of the Dean (Academic Affairs), IIT (BHU), Varanasi- 221005 (UP)**. Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Name of Items	Quantity
1.	Minting of Medals for 11 <sup>th</sup> Convocations of IIT (BHU) with the name of Medal and recipients embossed on it. Made of pure (999) Silver and Gold Plated. Diameter- 2.5 Inches; Dimensions-Round Shape having 65 gms in weight (49 gms Alloy + 16 gms Silver) with golden lachering coating.	Approx. 90 Pcs.

N. B.: Other terms & conditions pertaining to item mention above shall be mentioned below:

1. The Above quantities are approximate, it may increase or decrease as per actual requirement, accordingly per unit cost along with minimum order quantity needs to be mentioned.
2. Samples must be submitted along with quotation failing which quotation (s) may be summarily rejected without making any further reference to the bidder in this regard. If the bidder does not qualify his/her sample will be returned.
3. Supply must be executed in full within 20 days from the date of receipt of the order.
4. Penalty @ 1% per week and a maximum of 10 % will be deducted in case of delay in supply
5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
6. Payment shall be done online after receipt of ordered items in the Institute in satisfactory condition.

The sealed quotations will be opened in the purchase committee meeting to be held in the office of Dean of Academic Affairs.

  
17/8/22  
Dean (Academic Affairs)