



QUOTATION ENQUIRY

Ref: IIT(BHU)/ACD/2023-24/Annual Report (2022-23)/Quotation/ 01

Dated: 28.06.2023

Last Date and time of Bid Submission: 12.07.2023 till 17:00 hrs. in the office of the Dean (Academic Affairs), IIT(BHU), Varanasi-221005

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

1. Full specification of the paper and cover on which the report shall be printed along with rate F.O.R. Varanasi should be clearly mentioned.
2. Clearly mention the date of validity of your offer.
3. **Kindly clearly mention your E-mail ID and Mobile number.**
4. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
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.

Quotation must be sent through **SPEED POST/Courier/By Hand** in **sealed envelope** with word **“QUOTATION for printing of Annual Report 2022-23”** and addressed to the **Office of the Dean (Academic Affairs), IIT (BHU), Varanasi- 221005 (UP)**. E-mail quotations shall not be entertained.

Our reference number and last date as given above should be clearly marked over it.

Sl. No.	Name of Items	Unit	Qty
1.	<p>Pages after final formatting for printing: Approx. 500-525 Design of front and back page Pages for printing: Approx. 500-525 (excluding cover and back) including English and Hindi Versions. Softcopy of the Annual Report will be provided. A High Definition Soft copy of the Printed Annual Report will be provided by the printer for web upload. Size: 8.5" X 11" Inner Paper: A4 90 GSM Art Paper Cover & Back: 300 GSM colour Art Paper Printing: Pages without images are to be printed in Black and White; Pages on which images/graphs are appearing are to be printed in colour (Not more than 20-25 colour pages excluding cover and back); Multi-colour Cover and Back; Both in English and Hindi versions. As per GOI guidelines, Hindi font and format related to MANGAL, UNICODE Should only be followed. Binding: Centre Parting Production: Glossy finish for inner pages, Cover & Back laminated</p>	Approx. 500-525 pages each in English as well as Hindi	110 Copies of English version & 100 Copies of Hindi version

Vikram

N. B.: Other terms & conditions pertaining to the above mentioned work are given 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 15 days from the date of receipt of the final draft of annual report provided by IIT(BHU) Varanasi.
4. Penalty @ 2% per week or part thereof, of the order value, subject to a maximum of 10 % will be levied in case of delay in supply. In case of significant delay, IIT(BHU) reserves right to cancel the order.
5. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.
6. **Printers/Publishers located in Varanasi region shall be preferred.**


Chairman,
Annual Report Committee