



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर ४४०००६
Indian Institute of Information Technology, Nagpur
Address: RTTC (BSNL) Building, Seminary Hills, Near TV Tower, Nagpur-440008
Website: iiitn.ac.in, e-mail: registrar@iiitn.ac.in, Phone No.0712-2801365, 2985010

(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

Ref No.: IIITN/STORE/QUOT/2018-19/14

Date : 23.10.2018

M/s _____

REFERENCE OF THIS LETTER MUST BE MENTIONED ON THE CLOSED ENVELOPE CONTAINING YOUR QUOTATION

Sub: Quotation for the Printing and supply of Annual Report of 2017-18(English and Hindi) , IIIT Nagpur

Dear Sir,

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for supply of the under mentioned articles. The price should be quoted on F.O.R. IIIT Nagpur delivery basis. The Earliest delivery date should be mentioned for each article. The quotation should be valid for 90 days from the date of submission. Specific mention regarding the country of manufacture / origin should be specified against each article wherever applicable. **The bidder must quote GST No etc. on their quotation, and also attach the above certificate along with Firm's Registration Certificate without which the quotation will not be entertained.**

Quotations should be reach to I/c Registrar, IIIT Nagpur, Old Library Building, 1st floor, Academic Section South Amabazari Road, Visvesvarya National Institute of Technology, Nagpur-440010 (MH) **on or before 07.11.2018 upto 3.00 P.M.** GST or any other taxes (if applicable) should be included in the price quoted, but it must be shown separately indicating % being levied. In absence of specific mention regarding taxes applicable, it will be presumed that the rates quoted by the firm are inclusive of all taxes on **F.O.R. Nagpur basis.**

If the certificate submitted by the vendor / bidder or any misleading information whether intentional or unintentional are found to be false/incorrect/forged/take, will lead to disqualification of the tender. The Institute shall be free to take any action by blacklisting the firm/company.


Each and every documents submitted with the quotation should be duly signed & stamped failing which, submitted quotation will be treated as non responsive.

100% payment by Crossed Cheque / NEFT will be made against submission of bills in triplicate. The payment will be made after delivery and successful installation / demonstration of the goods/materials at IIIT Nagpur. The quotations will be opened at IIIT Nagpur camp office :Old Library Building , 1st floor , Academic section , VNIT campus, Nagpur **on 07.11.2018 at 3.30 p.m.**

INCOMPLETE OR CONDITIONAL QUOTATIONS WILL BE REJECTED.

S.L	Description (Technical specification)	Qty
1	Printing & supply of Annual Report 2017-18 of IIIT, Nagpur in English No. of pages per copy (approx.)- 120-125 1. No. of Colour pages per copy (approx.) - Designing & multicolour printing on 130 GSM art paper (JK bond), front and back – 23 Nos. of A4 Size 2. Paper Type & Size - Glossy, A4 Size Art paper "Scanning and offset printing" in single colour on, front and back including DTP 3. Cover Page – Designing & multicolour printing with lamination on the front and back and on both sides on 250 GSM art paper(JK bond) 4. Binding of Magazine - Perfect binding	50
2	Printing & supply of Annual Report 2017-18 of IIIT, Nagpur in Hindi 1. No. of pages per copy (approx.)- 120-125 2. No. of Colour pages per copy (approx.) - Designing & multicolour printing on 130 GSM art paper (JK bond), front and back – 23 Nos. of A4 Size 3. Paper Type & Size - Glossy, A4 Size Art paper "Scanning and offset printing" in single colour on, front and back including DTP 4. Cover Page – Designing & multicolour printing with lamination on the front and back and on both sides on 250 GSM art paper(JK bond) 5. Binding of Magazine - Perfect binding	50

The bidders are requested to offer special educational discount to this institute on quoted rates. Any amendment or corrigendum regarding this will be issued on institute website www.iiitn.ac.in only.

Yours faithfully

I/c Registrar,

Copy To:- 1] I/c Dean (IIITN)

"Format of Quotation Enquiry"

IIITN/STORE/QUOT/2018-19/14

Item :- Quotation for the Printing and supply of Annual Report of 2017-18(English and Hindi), IIIT Nagpur

Sr. No.	ITEM / Specifications	Quantity	Basic Rate P.U. (Rs.)	GST % & Amount P.U (Rs.)	Amount in Rs.P.U (Rs.)
1	Printing & supply of Annual Report 2017-18 of IIIT, Nagpur In English No. of pages per copy (approx.)- 120-125 1. No. of Colour pages per copy (approx.) - Designing & multicolour printing on 130 GSM art paper (JK bond), front and back – 23 Nos. of A4 Size 2. Paper Type & Size - Glossy, A4 Size Art paper "Scanning and offset printing" in single colour on, front and back including DTP 3. Cover Page – Designing & multicolour printing with lamination on the front and back and on both sides on 250 GSM art paper(JK bond) 4. Binding of Magazine- Perfect binding	50			
	Printing & supply of Annual Report 2017-18 of IIIT, Nagpur In Hindi No. of pages per copy (approx.)- 120-125 1. No. of Colour pages per copy (approx.) - Designing & multicolour printing on 130 GSM art paper (JK bond), front and back – 23 Nos. of A4 Size 2. Paper Type & Size - Glossy, A4 Size Art paper "Scanning and offset printing" in single colour on, front and back including DTP 3. Cover Page – Designing & multicolour printing with lamination on the front and back and on both sides on 250 GSM art paper(JK bond) 4. Binding of Magazine- Perfect binding	50			
	Bidder should be quoted Special Educational Discounted price for the Institute.				
	Total Cost with Educational Discount				

[A] DUTIES & TAXES (if applicable):

1. Custom Duty : _____
2. Freight/ Transportation : _____
3. Insurance : _____
4. GST : _____
5. Packing & Forwarding : _____
6. Others, (if any)p : _____
7. **Final Offer (Including Installation Charges & Taxes) FOR IIIT Nagpur** : _____

[B] Others Details (Enclosed Certified Copy)

1. Specification as per Requirements : Yes/No
2. Warranty/Guarantee : _____ Years
3. Delivery period : _____
4. Authorization Letter : _____
5. Details of client lists : _____
6. GST Registration certificate : _____
7. Certificate Copy : _____
8. PAN /GST No : _____
9. Others, (if any) : _____

Note :- Price/Commercial bid & other details should be furnished as per Institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified.

Finally, We agree to supply the above items for total (Rs _____ Amount in figures) (Rs _____ Amount in words) included all above within the period specified in the Invitation for Quotations.

Signature of Supplier
(Authorized Signatory)

Stamp:

Date: