



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर ४४०००६  
Indian Institute of Information Technology, Nagpur  
Address: RTTC (BSNL) Building, Seminary Hills, Near TV Tower, Nagpur-440006  
Website: [iiitn.ac.in](http://iiitn.ac.in), e-mail: [registrar@iiitn.ac.in](mailto: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/2018-19/13

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 Calendar of 2019 at 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. I.I.I.T. 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/fake, 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 falling 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 , 1 st floor , Academic section , VNIT campus, Nagpur on **07.11.2018 at 3.30 p.m.**

**INCOMPLETE OR CONDITIONAL QUOTATIONS WILL BE REJECTED.**

SI No	Item with Technical specification	Qty
1	<b>Calendar :</b> Printing of Institute calendar 2019 on 210 gsm spl.art Paper with designing Scanning wirobinding etc.with Both side printing (Six Sheeter). Size -15"*20" fully multi colour offset printing with cover page .	200

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](http://www.iiitn.ac.in) only.

Yours faithfully

*(Signature)*  
I/c Registrar,

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

## "Format of Quotation Enquiry"

IIITN/STORE/QUOT/2018-19/

Item :- Quotation for the Printing and supply of Calendar of 2019 at IIIT Nagpur

Sr. No.	ITEM / Specifications	Quantity	Basic Rate P.U. (Rs.)	GST % & Amount P.U (Rs.)	Amount in Rs.P.U (Rs.)
1	<b>Calendar :</b> Printing of Institute calendar 2019 on 210 gsm spl.art Paper with designing Scanning wirebinding etc.with Both side printing (Six Sheeter).  Size -15"*20" fully multi colour offset printing with cover page	200			
	<b>Bidder should be quoted Special Educational Discounted price for the Institute.</b>				
	<b>Total Cost with Educational Discount</b>				

**[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: