



# भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर Indian Institute of Information Technology, Nagpur

Institute of National Importance by the Act of Parliament  
The Indian Institute of Information Technology (PPP) Act, 2017

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

## QUOTATION ENQUIRY

Ref No. : IITN/STR/EXAM/QUOT/2019-20/05

Date : 05.08.2019

M/s \_\_\_\_\_

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

**Subject: Quotation for the supply various "Printing and Supply Answer Sheet at IIT Nagpur"**

Dear Sir,

On behalf of Director, IIT 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.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.**

**Directors have power to increase or decrease the number of quantity.**

Quotations should be reach to I/c Registrar, **Indian Institute of Information Technology , BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur -440006 on or before up to 13.8.2019 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 quotation. 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 IIT Nagpur. The quotations will be opened at **Indian Institute of Information Technology , BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur -440006 on or before 13.08.2019 upto 3.30 P.M.**

**INCOMPLETE OR CONDITIONAL QUOTATIONS WILL BE REJECTED**

Sr. No	Description	Qty.
1	<b><u>[Printing &amp; Supply of Answer Books [16 PAGES]</u></b> 16 Pages Answer Books for Sessional Examination with Printed matter on front page with Graph Paper – Semi log on Front Page Inner and Graph Paper -Linear on last Page Inner & Outer. All other pages duly ruled. <b>Printed matter with Semi-log &amp; Graph Paper:-</b> All printed matter in colour <b>RED</b> . <b>Paper Size: 8.5X11"</b> . Answer Books will be duly stitched vertically from top to bottom on one side. The Answer Sheets will be duly serially numbered from 1961-3961. Each Bunch containing 250 answer Books. <b>Paper Quality:</b> 60 GSM, Maplitho confirming to IS: 1848:1991 with amendments from 1 to 4 of Best mill Quality without any defects. Page No on Every Pages specify.	<b>8000 (No)</b>
2	<b><u>Printing &amp; Supply of Answer Books (28 Pages)</u></b> 28 Pages Answer Books for End Semester Examination with Printed matter on front page with Graph Paper –Semi log on Front Page Inner and Graph Paper -Linear on last Page Inner & Outer. All other pages duly <b>Printed matter with Semi-log &amp; Graph Paper:-</b> All printed matter in colour <b>BLUE</b> ruled. <b>Paper Size: 8.5X11"</b> . Answer Books will be duly stitched vertically from top to bottom on one side. The Answer Sheets will be duly serially numbered from 3002-8002.. Each Bunch containing 250 answer Books. <b>Paper Quality:-</b> 60 GSM, Map litho confirming to IS:1848:1991 with amendments from 1 to 4 of Best mill Quality without any defects. Page No on Every Pages specify.	<b>4000 (No.)</b>

The bidders are requested to offer special educational discount to this institute on quoted rates.

**Bidder has to visit at Indian Institute of Information Technology , BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur -440006 for check the sample copy before submitting the quotation**

Any amendment or corrigendum regarding this will be issued on institute website [www.iiitn.ac.in](http://www.iiitn.ac.in) only.

Yours faithfully

I/c. Registrar

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

## “Format of Quotation Enquiry”

Ref No.: IITN/STR/ EXAM /QUOT/2019-20/

Item: - Quotation for the supply of Answer Sheet at IIIT Nagpur

Sr. No.	ITEM / Specifications	Qty	Basic Rate P.U. (Rs.)	GST % & Amount P.U (Rs.)	Total Amount in (Rs.)
1	<p><b><u>Printing &amp; Supply of Answer Books [16 PAGES]</u></b>  <b>16 Pages Answer Books</b> for Sessional Examination with Printed matter on front page with Graph Paper – Semi log on Front Page Inner and Graph Paper -Linear on last Page Inner &amp; Outer. All other pages duly ruled.  <b>Printed matter with Semi-log &amp; Graph Paper:-</b> All printed matter in colour <b>RED. Paper Size: 8.5X11”</b>. Answer Books will be duly stitched vertically from top to bottom on one side. The Answer Sheets will be duly serially numbered from 1961-3961. Each Bunch containing 250 Answer Books.<b>Paper Quality:</b> 60 GSM, Maplitho confirming to IS: 1848:1991 with amendments from 1 to 4 of Best mill Quality without any defects.</p>	8000 (No.)			
2	<p><b><u>Printing &amp; Supply of Answer Books (28 Pages)</u></b>  <b>28 Pages Answer Books</b> for End Semester Examination with Printed matter on front page with Graph Paper – Semi log on Front Page Inner and Graph Paper -Linear on last Page Inner &amp; Outer. All other pages duly ruled.  <b>Printed matter with Semi-log &amp; Graph Paper:-</b> All printed matter in colour. <b>Blue Paper Size: 8.5X11”</b>. Answer Books will be duly stitched vertically from top to bottom on one side. The Answer Sheets will be duly serially numbered from 3002-8002.. Each Bunch containing 250 Answer Books. <b>Paper Quality:-</b> 60 GSM, Map litho confirming to IS:1848:1991 with amendments from 1 to 4 of Best mill Quality without any defects.</p>	4000 (No.)			
	<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)   | : |  |
| 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: