

**QUOTATION ENQUIRY**

No. IITMandi/S&P/PUR-06/2015-16/Printing item/405

Dated: 20.04.2015

To,

1. IIT Mandi Website

Sealed quotations are invited for **Printing Items** as per specifications mentioned below: -

S.NO.	ITEM NAME	Rate for Qty
1.	File Covers Printed 13.5'*20' on white board duplex 400gsm both side printed and tag at corner and clothing at center inner side	
2.	Printing of writing pads of IIT Logo size 1/8th printed each page total pages 200no	
3.	Printing of writing pads of IIT Logo size 1/8th printed each page total pages 50no	
4.	Pens Gel Blue,Black,Red and Green with IIT Logo	
5.	File Boards tied with Strings	
6.	Window Envelopes 10.5*41/2 of IIT Logo 100gsm	
7.	Non Window Envelopes 10.5*41/2 of IIT Logo 100gsm	
8.	Laminated A4 Size Envelope Yellow 10*12	
9.	Laminated A3 Size Envelope Yellow 12*16	
10	Log Books 100 pages	
12	Peon Book 100 pages	
13	Register Consumable 100 pages	
14	Register Consumable 300 pages	
15	Register Minor 100 pages	
16	Register Minor 300 pages	
17	Register Major 100 pages	
18	Register Major300 pages	
19	Register TA 200 pages	
20	Register LTC 200 pages	
21	Register PDA 200 pages	
22	Register Medical 200 pages	
23	Register Telephone Reimbursement	

24	Register Internet	
25	Register Children Education Allowance	

- Printing stationary required other than above listed items may kindly be quoted separately.

### **Terms & Conditions:**

1. The quotations should be submitted on **printed Letterhead with sales tax number** of the firm. The quotation must bear original signature.
2. The quotation must bear the **email ID, phone numbers, FAX Number and owners/proprietor's mobile number**.
3. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
4. The rates quoted should **include transportation costs upto IIT Mandi/Kamand** clearly mentioning the percentage/rate of **sales tax / VAT** or all other taxes and duties and the rates quoted should be valid for at-least one month from the date of opening of the quotation
5. While sending rates, the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letter against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.
6. The bidder should invariably give the details of the product exactly as per particulars mentioned in quotation enquiry.
7. **Period required for Delivery should be clearly mentioned.**
8. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason
9. Bids not meeting the details as given in particulars of quotation enquiry are liable to be rejected
10. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.
11. **Period required for delivery to IIT Mandi, Mandi must be mentioned**
12. The payment will be made **through e- payment system** on satisfactory receipt of material with regard to quality and quantity and on submission of pre-receipted bill by the firm.
13. The sealed/ Softcopy of quotation must reach on the address below:  
**Assistant Registrar, Stores & Purchase,  
IIT Mandi, Administrative Block  
Mandi, H.P. -175001  
Email: - [arsp@iitmandi.ac.in](mailto:arsp@iitmandi.ac.in)**
14. The last date for receipt of quotations is **05<sup>th</sup> May, 2015 till 4:00 P.M.**
15. The quotations will be opened on **06<sup>th</sup> May, 2015 at 03:00 P.M.** in the IIT Mandi, Administrative Block (Conference Room), Near Director Office, at Kamand, Distt. Mandi

Sd/-  
**Assistant Registrar  
(Stores & Purchase)**