



Indian Institute of Technology Bhilai
District-Durg, Chhattisgarh, India – 491002
www.iitbhilai.ac.in

Enquiry No. IITBh/Goods/DoSA/2024-25/024

Dated: 28-05-2024

Notice Inviting Quotation (NIQ)

Sub: Quotation for Designing, Printing, and Supply of Student Information Brochure

Indian Institute of Technology Bhilai, Student Affairs Department would like to get completed job work of Designing, Printing & Supply of Student Information Brochure for this purpose Quotations from reputed and bonafide printers/ Press:

S. No.	Quotation Required For	No. of pages/ copies	Per page/ unit Price (in INR)	Total Price in Rupees
1.	Designing of Student Information Brochure	32 Pages		
2.	Printing and Supply of Student Information Brochure Specifications: <ul style="list-style-type: none">• Open Size: 17"x11"• Close Size: 8.5"x11"• Pages: 32• Paper: Inner 130g + Cover 300g• Lamination: Cover Matt Finish• Binding: Centre Pinning	650 copies		
3.				
4.	Any other charges, if any (Mention clearly)			
5.	GST in Rs.			
	Total of 1 to 5			

We are inviting the detailed quotations on letterhead for the above items in a sealed envelope (hard copy) to be submitted on or before 14-06-2023 at 3.00 PM at IIT Bhilai.

Terms and Conditions:

1. The bidders who are meeting the above specifications and quoting the lowest rate for Student Information Brochure will be awarded the contract.
2. **It is mandatory for the bidder to submit a sample with the above-mentioned specification or equivalent for evaluation purposes.**
3. The number of copies and pages mentioned are tentative and the actual number of copies or pages to be printed may increase or decrease based on the discretion of IIT Bhilai.

4. Prices should be in Indian Rupees and should be inclusive of all Taxes, Duties & FOR IIT Bhilai.
5. The jobs shall be required to be delivered to Student Affairs Department through the Stores & Purchase Section of IIT Bhilai at the risk and cost of the bidder, if applicable.
6. Your Quotation must be valid for a minimum of 90 days from the date of opening of tender.
7. As part of finalizing the job, the content will be given to the press/printer and the designed color proof should be approved by the Student Affairs department to proceed for the final approval. The purchase order will be released after finalizing the designing part and with the approval of the Student Affairs department.
8. The jobs should be as per the approved design and quality of the material.
9. The jobs should be completed within 07 days from the date of getting final approval of the content and design of the job from the Student Affairs department.
10. GST Number should be clearly mentioned in your offer, failing which your offer may not be considered.
11. Advance payment is not admissible. Payment shall normally be made within 30 days subject to receipt and acceptance (as per Work Order Terms) of the ordered materials/items.
12. If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without any controversy/dispute of any sort whatsoever.
13. Any other information that you may like to obtain, you are free to contact IIT Bhilai through mail at sp@iitbhilai.ac.in before submitting of quote.
14. IIT Bhilai reserves the right to accept and/or reject the tender without assigning any reason.

Stores and Purchase Office

Indian Institute of Technology, Bhilai
Village-Kutelabhata, District-Durg,
Chhattisgarh, India 491002