



Indian Institute of Technology Bhilai (IITBh)
Kutelabhata, District-Durg, Chhattisgarh, India – 491001
www.iitbhilai.ac.in

Enquiry No. IITBh/Goods/Acad/2024-25/486

Dated: 28-01-2025

Notice Inviting Quotation (NIQ)

Sub: Quotation for Printing and Supply of Customized Convocation Folder at IIT, Bhilai

Indian Institute of Technology Bhilai, DOAA Office would like to procure the Customized Convocation Folder (print and supply), for this purpose Quotations are invited from the reputed and bonafide printers/ press:

S. No.	Quotation Required For	No. of copies	Per unit Price (in INR)	Total Price in Rupees
1.	Customized Convocation Folder (Technical specifications and Sample Attached)	500		
2.	Packing & Transportation Charges, if any			
3.	Any other charges, if any (Mention clearly)			
4.	GST in Rs.			
	Total of 1 to 5			

Note: GST should be quoted as per the Government norms, In case due to any error/ oversight, the GST quoted by the bidder is less than the actual rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount including the (lower) rate/s quoted by the bidder, with the reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same (quoted basic + quoted rate). The difference amount payable, if any, between the quoted rate and actual rate as per tariff shall be borne by the bidder.

We are inviting the detailed quotations for the above items in a sealed envelope (hard copy) to be submitted on or before **10-02-2025** at 3.00 PM at Stores & Purchase Office, IIT Bhilai.

Terms and Conditions:

1. Total-value-wise evaluation: The bidders who are meeting the above specifications and quoting the lowest rate for the Customized Convocation Folder (Printing + supply) will be awarded the contract.
2. The number of pages and/ or copies mentioned is tentative and the actual number of copies/pages to be printed may increase or decrease based on the discretion of IIT Bhilai.
3. Prices should be in Indian Rupees and should be inclusive of all Taxes, Duties & FOR IIT Bhilai.

4. The jobs shall be required to be delivered to DoAA Office through the Stores & Purchase Section of IIT Bhilai at the risk and cost of the bidder, if applicable.
5. Your Quotation must be valid for a minimum of 90 days from the date of opening of tender.
6. As part of finalizing the job, the sample or proof should be approved by the DoAA Office to proceed for the final approval.
7. The jobs should be as per the approved design and quality of the material.
8. The jobs should be completed within 15 days from the date of getting final approval of the design/sample.
9. GST Number should be clearly mentioned in your offer, failing which your offer may not be considered.
10. 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.
11. 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 their quote.
12. IIT Bhilai reserves the right to accept and/or reject the tender without assigning any reason.
13. Institute reserves the right to accept the delivery in part or full and to claim liquidated damages for delay in supply at 0.5% per week or part of the week of delay, subject to a maximum of 10% of the total value of the Purchase Order.
14. IIT Bhilai reserves the right to reject any or all bids, amend/ withdraw any terms and conditions in the document or cancel the NIQ at any stage without assigning any reason.
15. Tender may please be submitted in (closed and sealed Envelope) addressing as below, on or before 10-02-2025 by 03:00 PM in sealed cover only, super scribed with Enquiry No. & last date of receiving & subject as mentioned in NIQ.

Note: If any bidder wishes to refer to the sample of the Customized Convocation Folder, they can come and check the same from DoAA office.

भण्डार एवं क्रय अनुभाग / Stores and Purchase Section
भारतीय प्रौद्योगिकी संस्थान भिलाई / Indian Institute of Technology Bhilai
डाटा सेंटर बिल्डिंग, लेवल - 2 / Data Center Building, Level - 2
कुटेलाभाटा, खपरी, जिला - दुर्ग / Kutelabhata, Khapri, District-Durg
छत्तीसगढ़, भारत 491001 / Chhattisgarh, India 491001
Email: sp@iitbhilai.ac.in

Technical Specification

Convocation file	Size: 19.5 inch (Open Size) x 13 inch (height)
Outer material	Outer cover is made of Artificial Leather Material
Colour	Navy Blue
Board	Thick Board Inside
Under Structure	inside 4 triangle corner pockets on right side to hold certificates. on the left side 2 triangle on the top and rectangular pouch to carry the smart card shaped pen drive.
Hard pressing and Printing on front cover	As per our requirement

- Size: 19.5 inch (Open Size) x 13 inch (height)
- Outer cover is made of Artificial Leather Material
- Navy Blue Colour
- Thick Board Inside
- Inside 4 triangle corner pockets on right side to hold certificates. on the left side 2 triangle on the top and rectangular pouch to carry the smart card shaped pen drive.



भारतीय प्रौद्योगिकी संस्थान भिलाई
Indian Institute of Technology Bhilai

