

Enquiry No. IIITDMJ/P&S/Enq./04 Date: 28/09/2016

Sub: Invitation of Tender/Quotation For the printing of Annual Report & Annual Account of PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur.

Sealed Tenders (under limited tender process) are invited by the Registrar, PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur for the printing of Annual Report & Annual Account of PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur.

The tender No., closing and opening date are as stated below:

Enquiry No.: No. IIITDMJ/P&S/Enq./04 Date : 28/09/2016

Closing Date & Time : 10.10.2016(3:00 pm)

Date & Time of opening of Tender : 10.10.2016(4:00 pm)

General Terms and Conditions:

1. Sealed pack quotations are invited from the Vendors for the printing of Annual Report & Annual Account of PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur.
2. All charges should be mentioned clearly. Taxes/levies etc if applicable, should also be mentioned clearly.
3. The rates should be F. O. R. PDPM-IIITDM Jabalpur, Dumna Airport Road, Post: Khamaria, Jabalpur:482005
4. Payment will be 100% after delivery and satisfactory inspection report.
5. Institute reserves the right to change the quantity as per its requirement at any stage. The supplier shall have no right to claim any compensation in such case.
6. The supplier has to submit earnest money deposit of Rs. 5,000/- (Rupees Five Thousand only) with their sealed quotation. Quotation without earnest money deposit shall be summarily rejected.
7. The earnest money deposit should be a FDR or demand draft in favour of Registrar, PDPM-IIITDM, Jabalpur.
8. Validity of quotation should be minimum 90 days from the date of opening of quotation.
9. Please attach sample of papers to be used for cover page & inner pages.
10. Please provide sample of printing & designing and use branded papers of the requisite specification as given in Annexure.



11. Sealed quotation, mentioning "Enquiry No. IIITDMJ/P&S/Enq./04". att the top of the envelope, should reach on or before 3:00 PM on 10.10.2016, to the Registrar, PDPM- IIITDM Jabalpur, Dumna Airport Road, Post: Khamaria, Jabalpur (M.P.) Pin-482005.
12. Quotations will be opened at 4:00 pm same day (10.10.2016).
13. The Institute reserves the right to reject any or all bids without specifying any reasons thereof.
14. All disputes should be within the jurisdiction of Jabalpur.

You are requested to submit the sealed cover with best offer for the items by post or in person so as to reach the same on or before the date/time mentioned above (Sl.No.11)

 10/10/2016

Rizwan Ahmed
AR(P&S)

Annexure

Specification for printing Annual Report

Sr. No.	Specification	No. of Copies	Approximate Pages
1	Cover- 250 GSM sheet Mat finish with Lamination	120 copies in English & 120 copies in Hindi	120 per copy
2	Inner pages – 130 GSM Mat		
3	Multicolour Offset printing		
4	Designing of cover paper		
5	Layout Designing Composing, Printing of inner pages		

Specification for printing Annual Account

Sr. No.	Specification	No. of Copies	Approximate Pages
1	Cover- 250 GSM sheet Mat finish with Lamination	100 copies in Bilingual	170 to 175 per copy
2	Inner pages – 130 GSM Mat		
3	Multicolour Offset printing		
4	Designing of cover paper		
5	Layout Designing Composing, Printing of inner pages		

[Signature]