

NATIONAL INSTITUTE OF TECHNOLOGY PATNA



(An Institute under Ministry of HRD, Govt. of India)
ASHOK RAJPATH, PATNA-800 005 (BIHAR)
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Ref No. NITP/19-20/10

Date: 09.10.2019

Quotation Enquiry

The lowest rates may be submitted for supplying the under mentioned items. Quotations must be reached to office of the undersigned, NIT Patna on or before 05.11.2019 and should contain the following information:

1. Full specification and make of the item offered along with its sample and its rate F.O.R. NIT Patna
2. GST at concessional rate as applicable to educational institution.
3. Your GST registration number, PAN and TIN numbers.
4. Conditions of supply and terms of payment.
5. If you are a manufacturer of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate for the same.
6. Please give undertaking as per annexure-1-A & 1-B.

Quotation must be sent in a **sealed envelope** with word “**QUOTATION**”, our reference number, and due date as given above, clearly marked over it.

Sl.No.	Name of Items	Description/Technical Specification	Colour/Size	Quantity
1	Convocation Utariya- Dupatta	Staple Cotton/Ryan/Cotton Silk or similar equivalent in Yellow Gold/Orange/Maroon Colour with embroidery of NIT Patna logo at both sides along the length so that the logo appears at chest height. Cream colour borders along both the breadth having ribbon/decorative materials at both ends of the length. Size- 70 inch (approx.) length and 40 inch breadth (approx.)	Yellow Gold: 300 Maroon: 100 Orange: 40	440 Pcs.
2	Sadari / Jacket	Bhagalpuri / Matka Silk or similar equivalent – Cream Colour having cloth lining with straight collar, 5 buttons-two pockets in lower side and one in upper left side.	34 No. : 30 36 No. : 30 38 No. : 60 40 No. : 60 42 No. : 70 44 No. : 60 46 No. : 30 48 No. : 30 50 No. : 30	400 Pcs.

Note:

1. The above quantities are approximate. It may increase or decrease.
2. Samples of these items can be seen at the office of the undersigned.
3. Samples must be submitted along with quotation, failing which quotation will be summarily rejected.
4. Supply must be executed in full within 15 days from the date of receipt of the order.
5. Penalty @ 1% per week and a maximum of 10% will be deducted from the invoice in case of delay in supply.
6. Supply may be rejected, if not found up to the mark and in conformity with the sample provided along with the quotation.

Registrar

NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institution of National Importance under MHRD, Govt. of India)

ASHOK RAJPATH, PATNA-800 005 (INDIA)

Annexure 1-A

TO BE SUBMITTED ALONG WITH QUOTATION

Following proforma should be filled in and duly signed by the firm and sent along with the quotation.

1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
(b) If not, please mention the same :
4. (a) Whether the prices are inclusive of GST and other taxes as applicable : YES / NO
(b) If not, kindly specify the amount / rate :
5. (i) RTGS details Beneficiary Name:
Account No:
Bank Name:
IFSC Code:
Amount (in Rs.):
(ii) Whether any Delivery, Packing and Forwarding Charges will be payable YES / NO
(Please specify the amount/percentage etc. if any) :
6. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO
Please mention the amount / percentage. :
7. Please mention the GST/PAN/TAN Numbers.
:
8. Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal

TO BE SUBMITTED ALONG WITH QUOTATION

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. that we will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to the Institute.
2. that the goods on which GST has been charged are not exempted for payment of GST under G.S.T. Act or the rules made there under and the amount mentioned on account of GST on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
3. that the goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
4. that the information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
5. that we have read and understood the terms and conditions and agree to abide by them.

Authorised Signatory (Seal)