भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
"An Institution of National Importance by an Act of Parliament"
Survey No.:140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

SUBJECT: - QUOTATION FOR DESIGNING, PRINTING AND SUPPLY OF POSTERS AND BANNERS FOR THE E-SUMMIT AT IIIT NAGPUR.

Supplier Name: - **M/s**	**Ref No.: IIITN/ADMIN/T-SHIRT /QUOT/2025-26/12**	**Date of issue: - 19.12.2025**
Ph No: -	**Last Date of Submission: - 26/12/2025 up to 03.00 PM** **At IIIT Nagpur Permanent Campus**	
Email id: -	**Opening Date of Quotation: - 26/12/2025 at 04.00 PM**	

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for **Designing, Printing and Supply of Posters and Banners for the E-Summit at IIIT Nagpur.**

The quotation should be valid for 90 days from the date of submission.

Quotation should reach the Registrar, **Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)- 441108 on or before 26/12/2025 up to 3:00 PM**.

It will be presumed that the rates quoted by the firm are inclusive of all taxes on **D.A.P. Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108 basis.**

Information / Documents which are found to be false / incorrect / forged / fake, will lead to disqualification of the quotation. The Institute shall be free to take any action including blacklisting the firm / company.

Each and every document submitted with the quotation along with this quotation format should be duly signed & stamped failing which, submitted quotation may be treated as non-responsive. The decision of the Director, IIITN shall be final on the matter.

The Institute reserves the right to reject any or all quotation, wholly or partly or close the quotation at any stage prior to the award of contract without assigning any reason whatsoever.

INCOMPLETE OR CONDITIONAL QUOTATIONS MAY BE REJECTED.

Signature of Bidder with Seal and Date

SCOPE OF WORK FOR DESIGNING, PRINTING AND SUPPLY OF POSTERS AND BANNERS FOR THE E-SUMMIT AT IIIT NAGPUR AS FOLLOWS:

Sr No	Particulars	Size	Qty	Unit
1	Posters	A3	200	Nos
2	Sponsorship Brochure with Wiro (13-15 Pages)	A4	10	Nos
3	Event Brochure with Wiro (13-15 Pages)	A4	10	Nos
4	Certificates	A4	100	Nos
5	ID Cards (Standard Size)	-	650	Nos
6	Flex	6 x 3 ft	15	Nos
7	Flex	5 x 2 ft	10	Nos
8	Flex	100 * 10 ft	01	Nos
9	Flex	1000 sq ft	Mixed Size	sq ft

1. All printing will be done in multicolor.
2. Design, Logo, Names and Sizes will be providing by Institute.
3. The Successful Bidder have to supply material within 5 days after Proofreading and Material Quality Check.
4. For Standies and Banners, bidders must quote rates on a per square feet basis and for Brochures per page basis. Printing shall be carried out strictly as per actual requirements communicated by the Institute.
5. Quantity of items / size of items may be increased and/or decreased as per actual requirement.
6. Any defective or substandard products must be replaced at no additional cost.
7. TERMS OF PAYMENT: The Payment shall be released only after successful completion of the work. The Payment shall be released within 15 days of submission of the Invoice after deducting statutory dues like GST as applicable subject to submission of proper invoice.
8. The time allowed for the work shall be strictly followed otherwise the Bidder shall be liable to pay compensation at the rate of 0.5% of the quoted Price of the work per week of delay on the part of the Selected Bidder subject to a maximum of 10% of the total Contract Value.

I/c Registrar

Signature of Bidder with Seal and Date

Annexure-A

DETAILS OF THE BIDDER

The following details are to be filled by the Bidder and also to be attached the necessary certificates, along with Firm's Registration Certificate without which the quotation may not be entertained.

1	Name & Address of the Agency / Firm / Company	
2	Year of Establishment:	
3	Registered Office Address	
4	Nature of the firm (Proprietorship / Partnership / Private Limited or Cooperative body etc)	
5	Registration No of Firm (Enclose Copy of the Registration)	
6	GST Registration No. (Enclose Copy of the GST Certificate) ***If GST is not applicable enclose CA Certificate***	
7	PAN No. (Enclose Copy of PAN Card)	
8	Name & Address of the Authorized Person	
9	Phone No.	
10	Email-ID	

Signature of Bidder with Seal and Date

"FORMAT OF QUOTATION ENQUIRY"

SUBJECT: - QUOTATION FOR DESIGNING, PRINTING AND SUPPLY OF POSTERS AND BANNERS FOR THE E-SUMMIT AT IIIT NAGPUR.

Ref No.: IIITN/ADMIN/T-SHIRT /QUOT/2025-26/12 **date: - 19.12.2025**

Sr. No	Particular	Size	Qty	Per Unit Amount in Rupees.	Total Amount in Rupees.
1	Posters	A3	200		
2	Sponsorship Brochure with Wiro (13-15 Pages)	A4	10		
3	Event Brochure with Wiro (13-15 Pages)	A4	10		
4	Certificates	A4	100		
5	ID Cards	-	650		
6	Flex	6 x 3 ft	15		
7	Flex	5 x 2 ft	10		
8	Flex	100 * 10 ft	01		
9	Flex	1000 sq ft	01		
A	Price for all the above listed items considering indicated quantities (Rs.) =				
B	Less, Education Institutional Discount on A=				
C	Quoted Amount after discount (A-B) =				
D	Add, Good & Service Tax @ Applicable Rates (On C) =				
	Total Quoted Price (C+D)				
	Total Quoted price in Words Rs.				

1. The Price Quoted by the Bidder shall be item wise price for the listed items. However, the Financial / Price Bid shall be evaluated on the basis of the lump sum total price in accordance with the Price Bid Format provided in the Quotation Document.

2. The payment shall be released on the basis of unit rate quoted for each item and actual use of the item during Event.

Note: - Price / Commercial bid & other details should be furnished as per Institute's prescribed format failing which the price / commercial Bid may be treated as unresponsive and may lend to disqualification.

Signature of Bidder with Seal and Date