



## Indian Institute of Information Technology, Sri City, Chittoor

No. Procurement/IIIT/2018/157

Dt.17.10.2018

### NOTICE INVITING TENDER

On behalf of IIIT Sri City, Chittoor, sealed quotations are invited for the supply of the following item(s) as per the specifications/scope of work indicated against each:

**A. NAME OF WORK : Supply and printing of identity cards**

**B. SCOPE OF WORK**

Item	Quantity	Specification	Design
Graphic quality PVC identity card with customized printing at both the sides	800 pc	<ul style="list-style-type: none"><li>Size: CR80</li><li>[The official size for the common ID card was codified by the International Organization for Standards (ISO) in the specification document ISO 7810 (Identification Cards–Physical Characteristics). Referring to the card type as ID, the dimensions were defined as 3.370 inches wide and 2.125 inches high. The thickness is 0.030 inches]</li><li>ID card holder (horizontal)</li><li>Printed tag: Colour could be Navy blue, Maroon etc. Text to be printed on ID card</li></ul>	Printing at both sides.  Design will be shared once the tender process gets over.

Please note that the quantity mentioned is only indicative. The same may vary at the time of actual purchase.

- The sealed quotation shall be sent to Indian Institute of Information Technology, Sri City, #630, Gnan Marg, Satyavedu Mandal, Chittoor District – 517646, Andhra Pradesh
- The sealed quotation shall bear the name of work, reference no. and last date of submission written on the envelope
- Last date and time of submission of quotation : 22 Oct, 2018 @ 4 pm
- Date and time of Opening: 22 Oct, 2018 @ 4.30pm
- Place : Office of the Registrar, Ground Floor, IIIT, Sri City, Chittoor
- Validity: Minimum validity of the quotation must be 30 days from the date of opening of the quotation/tenders.
- The quantities of various items of work given in the Scope of Work are approximate. The quantities of work may vary at time of allotment/execution of work. The Competent Authority of IIIT Sri City, Chittoor reserves the right to omit/delete any item(s) of work from the schedule at the time of allotment / before the commencement of work without assigning any reason whatsoever. Bidder will be paid for the authorized actual work done/items supplied at the site duly verified by the concerned officials of IIIT Sri City, Chittoor.

- The quotation may be submitted only if you are able to supply the printing of cards within one week from the date of issue of Purchase Order. Exact delivery period will be mentioned in the Purchase Order.
- The materials are to be supplied on door delivery basis at Registrar Office, IIIT Sri City, Chittoor.
- The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and challan in triplicate should be dispatched to Registrar Office, IIIT Sri City, Chittoor immediately on completion of dispatch. If these documents do not reach the Registrar Office, IIIT Sri City, Chittoor in time all wharfage/demurrage incurred, if any, will be recoverable from the bidder.
- As the firm is required to deliver the items at Registrar Office, IIIT Sri City, Chittoor, so the rates must be quoted as F.O.R. destination i.e., IIIT Sri City, Chittoor, 630, Gnan Marg, Satyavedu mandal, Sri City, Chittoor Dt A.P-517646 and the rates must include the charges for packing, forwarding, insurance, freight, commissioning, demonstration, transportation charges etc., if any.
- The price of items may be quoted in Indian rupees.
- All the firms may invariably mention their CST/ST/LST/PAN numbers on quotation/tender failing which quotations may not be considered valid. Further, this institution does not issue any Concessional form, so the CST/ST/GST applicable as per actual rates must be mentioned in the offer. In case CST/ST/GST is not mentioned, the rates shall be treated as inclusive of all taxes.
- 100% payment shall be made in full within 30 days after receipt of material in good condition. Payment will be initiated only after the receipt of a certificate/report about successful demonstration/installation from the department/officer concerned.
- Right of acceptance and rejection of any tender/quotation in part or full without assigning any reason are reserved with the institution authorities. The number of items to be purchased could be increased or decreased depending on the requirement of end user.
- In case of any dispute the jurisdiction of Chittoor Court shall apply

Note: The quotations/tenders not complying with any of the above said minimum requirements/terms and conditions will be considered as rejected

**For and on behalf of IIIT Sri City, Chittoor**

**Authorized Signatory**