



# भारतीय राजमार्ग अभियन्ता अकादमी

(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)

## Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)

A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: [iahe.training@gmail.com](mailto:iahe.training@gmail.com), Website: [iahe.org.in](http://iahe.org.in)

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/17/Consumables NIQ/2014-15

17<sup>th</sup> December, 2014

### Notice Inviting Quotations (NIQ)

To,  
As per list identified  
through Internet/ local enquiry  
& web site of IAHE

**Sub: Printing & supply of training material & Office Stationary to Indian Academy of Highway Engineers (IAHE) (erst while NITHE), Noida.**

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by **07.01.2015**, **01:00 PM** in the format as given at **Annexure-I** ( in the **letter head of agency**) as per the following terms and conditions for **Printing & supply of training material & Office Stationary** to IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.


### Terms & conditions

1. The Agency submitting quotation should have valid PAN and Sales tax registration number. Agencies are required to submit proposals in 2 covers. The **first cover** shall contain a copy of PAN Card and Sales tax registration certificate. The **second cover** shall contain the Financial Quote/ Quotation as given at Annex-1. The first cover shall be opened at first and agencies who have submitted **PAN Card and Sales tax registration certificate** shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **lowest Financial Quote (Grand total price)**. Both the covers should be enclosed in a third cover with "Quotation for Printing & supply of training material & Office Stationary in response to IAHE's NIQ bearing no. **IAHE/Admin/17/Consumables NIQ/2014-15** dated **17<sup>th</sup> Dec., 2014**"
2. All the items shall be of approved brand/ make and as per sample available in IAHE (Agency may like to see the sample before submitting the quotation) mentioned in Annexure-I of NIQ and have appropriate Guarantee/Warrantees given by manufacturer.
3. Intitialy, a letter shall be issued to the successful firm (L-1 Bidder) to submit the sample of each of the items mentioned in annexure-I of NIQ within 7 days after issue of the letter. After satisfactory supply of the samples and approved by the Competent Authority, a supply order shall be issued.
4. The rates quoted should be inclusive of freight/ all taxes etc., complete and supply should be to the site in the Campus of IAHE (erst while NITHE), A-5, Sector-62, Noida, U.P.

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5. Supply should be completed within fifteen (15) days after issue of supply order.
6. Rates for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency/firm. If any agency/firm fails to quote the any items, his quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand total price.
7. Payment shall be made through cheque or NEFT/RTGS within seven days of satisfactory supply of these items. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation.
8. In case any item is found defective, the same should be replaced with new one forthwith.
9. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
10. Quotation shall be submitted to Director in sealed envelope superscribing "**Quotation for Printing & supply of training material & Office Stationary in response to IAHE's NIQ bearing no. IAHE/Admin/17/Consumables NIQ/2014-15 dated 17<sup>th</sup> December, 2014**" so as to reach by **07.01.2015, 01:00 PM.**

Yours faithfully,

  
(**M. Riten Kumar Singh**)  
**Joint Director, IAHE**

Format should be on the letter head of the agency submitting the quotation

Letter No.

Dated:

To  
**The Director**  
**Indian Academy of Highway Engineers (IAHE)**  
**A-5, Institutional Area**  
**Sector-62, Noida (UP)**

Sir,

Please find our quotation with request to your NIQ bearing no. IAHE/Admin/17/  
 Consumables NIQ /2014-15 dated 17<sup>th</sup> December 2014.

SI No	Item details	Quantities	Rate per unit in Rs inclusive of all taxes and freight	Total amount
1.	Certificate Folder of size 9 inches x 24 inches – two folds externaly marvel ten colour Rexine with hard card board (star make), internally transparent sheet (two pocket sides for inserting Certificate & Photo) and printed IAHE logo and texts (in golden colour). Sample available in IAHE and approved by the Competing Authority.	1000 Nos		
2.	Spiral writing pad of A-5 size pages, 80 pages, back cover of 400 GSM hard card board sheet, front cover of 300 GSM matt finish with digital printing of logo and texts (in multi colour). Sample available in IAHE and approved by the Competing Authority.	5000 Nos		
3.	Standard size of file cover with screen printing of logo and texts (in black colour). Sample available in IAHE and approved by the Competing Authority.	1000 Nos		
4.	CD (moserbear make) with Sticker pasted and good transparent plastic cover with jali inside. Logo and texts (in multi colour) digital printing. Sample available in IAHE and approved by the Competing Authority.	5000 Nos		
5.	White paper (120 GSM) envelope of size 9 inches x 12 inches. Printing of logo and texts (in multi colour). Sample available in IAHE and approved by the Competing Authority.	1000 Nos		

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6.	White paper (120 GSM) envelope of size 4.5 inches x 10 inches. Printing of logo and texts (in multi colour). Sample available in IAHE and approved by the Competing Authority.	2000 Nos		
7.	White paper (120 GSM) envelope of size 4.5 inches x 10 inches with transparant window. Printing of logo and texts (in multi colour). Sample available in IAHE and approved by the Competing Authority.	2000 Nos		
	<b>Grand Total (Rs.)</b>			
<p>Total quoted amount Rs...../- (in words.....  .....only).</p> <p>I accept all the terms and condition stated in the NIQ issued bearing no. <b>IAHE/Admin/17 /Consumables NIQ/2014-15 dated 17<sup>th</sup> December 2014.</b></p>				

**Signature of Authorized Signatory**  
**Name of the Firm with stamp and date**

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