



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Prayagraj-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2922125, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref.No.:IIIT-A/SP/NIT/1365/2829/2026

Date:06/08/2026

ENQUIRY LETTER

M/s.
.....
.....
Email_ID:
Ph. No.:

Sub: Quotation for "Purchase of Jackets(Robes) for XXIth Convocation" at IIIT-A

Enquiry issue date : 06/08/2026

Last submission date: 17/08/2026 up to 03:00 PM

Opening of Bid : 17/08/2026 at 03:30 PM

Dear Sir,

The Institute intends to procure "**Jacket (Robes)**" for which quotations are invited as per the details given in below, kindly submit your quotation in the prescribed format as follows:

Sl. No	Description of Work	Qty.
1.	Premium Jackets (Nehru) and uttariya (With Institute Logo printing) comprising: (i) Raymond(Sterling) or substantially equivalent fabric (ii) Matching colour lining(Astar) (iii) Mat finished Button (iv) High-quality pasting material Colour and size will be informed later.	60
2.	Sadri Jackets (Nehru) and uttariya (With Institute Logo printing) comprising: (i) Premium Lykra(Vimal) or substantially equivalent fabric (ii) Matching color lining(Astar) (iii) Mat finished Button (iv) High-quality pasting material (v) Colour: Three Distinct Colour for B.Tech, M.Tech & P.hd and size will be informed later.	779

Terms and Conditions:

1. FOR destination IIIT-Allahabad, Deoghat Jhalwa, Prayagraj.

2. Rates quoted shall be inclusive of all Taxes, etc., but shall be shown separately.
3. GST should be quoted as per the Government norms. In case, due to any error/ oversight, the GST quoted by the bidder is less than the actual rate, the bidder will not be permitted to rectify the error/oversight.
4. The orders/ contract will be placed for the total amount, including the (lower) rate/s quoted by the bidder.
5. Different sizes and corresponding colours will be intimated separately.
6. **Sample Submission:** A Jacket should be mandatorily submitted along with the bid. **(Without a sample, the bid may not be considered.)** Sample approval will be part of the technical evaluation, and based on which, bids will be qualified or disqualified. The decision regarding sample approval taken by the designated committee shall be final. The sample material of the unsuccessful bidder will be returned after issuance of the supply order. Unsuccessful bidders must collect the sample maximum within the next 10 working days from the S&P section. The information regarding the collection of samples will be communicated through email (info.purchase@iiita.ac.in) to the unsuccessful bidder.
7. **Quantity may increase or decrease up to 25% at the discretion of the Institute.**
8. **Validity of quotation:** Quotation must be valid for a minimum of **90 days** from the date of opening of tender.
9. Rates must be quoted in the prescribed format as per Financial Bid (Annexure – II).
10. Evaluation of offers will be made on the basis of the total amount of all items, inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format. The rate for all the items is to be quoted by the Bidder. In case any item has not been quoted by any bidder that bid for such items, the bid will be loaded with the highest rate received for that item, as evaluation is to be done on the total amount of all the items for the indicated quantity. However, while awarding the rate contract, the successful bidder has to supply all the items, and for those items for which the bidder has not quoted rates, the bidder will get the lowest rate received in the tender. Every bidder has to agree to this condition, failing which its offer will not be considered for the award of work.
11. The Annual average turnover of the tenderer should not be less than Rs. 20 Lakhs p.a. during the last three years, i.e. F.Y. 2022-2023, 2023-2024 & 2024-2025.
12. The vendor should have experience in providing similar types of works or manufacturing and delivery experience at IITs/IIITs/Universities or similar organizations during the last three years (attach documentary evidence).
13. Subletting in any form will not be allowed.
14. Tenderers are requested to submit the quotation by courier/speed post in a **two-bid system with complete details of specifications, terms & conditions**, etc. Quotation should be in two separate sealed envelopes, "Technical Bid as per Annexure- I" and "Commercial Bid as per Annexure - II", and placed in a single envelope with the name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Deputy Registrar (Store & Purchase), IIIT- Allahabad, **17/08/2026 upto 03:00 PM**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (Store & Purchase), IIIT-Allahabad. Basic rate, taxes and other charges if applicable, etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that the tender document will not be accepted after the expiry of the stipulated date and time for the purpose.
15. All Tenders should be addressed to "**Deputy Registrar (Store & Purchase), Admin Extension-West Wing, IIIrd Floor, Indian Institute of Information Technology, Allahabad, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India**".

16. After the Technical Evaluation, the Financial bid of the technically qualified bidders will be opened & informed accordingly. Qualified vendors are required to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of the Technical and Financial Bid. Please carry the same original proof of identity for verification purposes at the time of opening of tender/enquiry. If the date fixed for the opening of bids is subsequently declared as a holiday by the Government, the revised date of the schedule will be notified. However, in the absence of such notification, the bids will be opened on the next working day at 03:30 PM. **For any queries regarding the tender, please send an email to info.purchase@iiita.ac.in. No other medium of query will be entertained.**

17. Details of the Bank account of the Firm for return of EMD and/or Performance Security

Bank's Account Holder Name:

Type of Account Name:

Address of Branch:

Account No:

IFSC Code:

18. **E.M.D.:** EMD amount Rs . 36,500/- should be directly transferred into the bank account (IIITA EMD and Security Deposit Account) of Indian Institute of Information Technology, Allahabad through RTGS/NEFT, and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered).

The details of the institute's Bank account are as below:

Account Name	: IIIT A EMD and Security Deposit Account
Bank Name	: Punjab National Bank
Address	: Pipalgaon Branch, Allahabad, Prayagraj
Account number	: 8636000100031943
IFSC Code	: PUNB0863600

19. **Performance security:** The Successful bidder has to submit a security deposit equivalent to 5% of the purchase order within three days after the issue of the purchase order through RTGS/NEFT into the bank account of the Institute as mentioned below:

Account Name	: IIIT A EMD and Security Deposit Account
Bank Name	: Punjab National Bank
Address	: Pipalgaon Branch, Allahabad, Prayagraj
Account number	: 8636000100031943
IFSC Code	: PUNB0863600

Security Deposit should remain valid for thirty days beyond any contractual obligation. No interest shall be paid on the Security Deposit. The Security Deposit will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non non-acceptance of the supply order. EMD will be released after receipt of the RTGS/NEFT transaction receipt of the security amount.

20. **Payment schedule:**

- (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.
- (ii) Payment shall be made within 15 days after supply of the ordered material as per the purchase order, with due verification/satisfactory report by the end user.

21. Tenderer should submit the GSTIN registration copy with the quotation.
22. It is mandatory to sign & stamp on all the papers of the tender/ enquiry letter.
23. Tenderers are requested to quote all the items as mentioned above, failing which the quotation will not be considered.
24. Enquiry/tender must be quoted in the prescribed format on the letterhead of the firm/vendor; otherwise, the quotation shall be rejected outright.
25. **Completion Period:** Work should be completed within 03 weeks from the receipt of the work order. If the work is delayed beyond the stipulated time of completion, a penalty of 1% per week or part thereof of the total cost shall be imposed at the discretion of the competent authority. The penalty may be up to 10% of the total accepted bid value.
26. **Actual date of delivery of all the items as per the supply order will be calculated on the basis of the last date of delivery of items in case of partial delivery.**
27. If it is found that items are fake or of sub-standard quality and do not conform to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine quality ones immediately. Additionally, they will also be liable to be blacklisted.
28. Conditional quotations are liable to be rejected. In the event of acceptance, the Director's decision shall be final and binding on both parties. The rates should be quoted as per our required specifications. The quotation, which is not as per our required specifications, will not be considered.
29. The right to accept or reject any tender/ quotation, partially or wholly, including the lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained T&Cs.
30. **Tenderer should take into account any corrigendum published on the Institute Website before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of the tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of the corrigendum.**
31. Tenderers may feel free to contact the Purchase Section through E-mail -info.purchase@iiita.ac.in (Ph. No. : 0532-292-2804/2217/2213) for any queries.
32. The lowest rate will not be the basis of the claim to get the order.
33. All legal disputes shall be subject to the Jurisdiction of the courts at Prayagraj.

Deputy Registrar(S&P)

Read and Accepted.

Seal and signature of the

**Proprietor/Authorised
Representative**

TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

1. Date & Time of opening Tender :.....
Name of the firm (As registered) :.....
2. Address of the firm :.....
.....
3. Phone Number : -.....
4. Proprietor's name :-.....
5. Address of Proprietor:.....
6. Proprietor's Phone No.:-.....
7. Proprietor's Email ID :-
8. Details of the firm:-
 - (a) Date from which the firm is operating:-.....
 - (b) Turnover of the firm during: - FY 2022-2023 (Rs.).....
FY 2023-2024 (Rs.)
FY 2024-2025 (Rs.)
(Please attach documentary evidence)
 - (c) PAN No.:-.....
 - (d) GST No.:-.....
 - (e) Service Tax Registration No.:-.....

Seal and signature
of the

Proprietor/Authorised
Representative

FINANCIAL BID

(To be given in a separately sealed envelope on letterhead of the Firm)

Date & Time of opening: To be communicated separately to technically qualified vendors only

Sl. No	Description of Work	Qty.	Unit/Rate (Rs.)	Taxes (GST)	Amount (Rs.)
1	Premium Jackets (Nehru) and uttariya (With Institute Logo printing) comprising: (i) Raymond(Sterling) or substantially equivalent fabric (ii)Matching colour lining(Astar) (iii) Mat finished Button (iv)High-quality pasting material Colour and size will be informed later	60			
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Total (in Rs.)					
GST @.....					
Grand Total (in Rs.)					

Note:

1. Packing & Transportation charges, any other charges, are required to be mentioned clearly in the financial bid.
2. The quantity may increase or decrease by 25% as per requirements.

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(Seal & Signature of the Proprietor/Authorized Representative)