



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2254538

Ref No. N102/5/3/2019 / 144

Date: -04-02-2020

Sub: - Call for quotations for printing of invitation cards for IIM Amritsar.

Sir,

IIM Amritsar intends to procure invitation cards for its annual convocation (28 Mar, 2020) as per stated specification or as per sample held with IIM Amritsar/PGP office. Sealed quotations may be submitted in sealed envelopes super-scribed as ***“Quotation for printing of invitation cards for IIM Amritsar”*** addressed to the **Chief Administrative Officer, IIM Amritsar** so as to reach the undersigned by 1430hrs on or before **10-02-2020** and quotation will be opened on the same day i.e. **10-02-2020 at 1500hrs**. If the representatives of the firm wish, they can be present during the opening of quotation letters. The last date of submission of the quotation may also be mentioned, on their envelope. Quantity and specification of the items are mentioned in **Annexure I**.

- 1) Please mention this office Ref. No. and date on the envelope ‘QUOTATION’ should be written in Block Letters On the top of the Envelope.
- 2) Any other charges, such as packing and forwarding, delivery charges, sales tax etc. if any should be Mentioned clearly and separately.
- 3) Quotations received after the prescribed date and time will not be considered.
- 4) This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
- 5) Please, mention the opening date of the quotation on top of the sealed cover.
- 6) If the misprinting/mistakes will be found in the supplied invitation cards the supplier should replace it without any extra cost.
- 7) L-1 vendor will have to give a sample copy within 02days of obtaining contract.
- 8) The Invitation is open to all registered suppliers who are having PAN/GSTN number and Bank A/c Number in their firm/Co. name.

Yours faithfully


(Kamaljit Singh Jassal)
Chief Administrative Officer



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Annexure I

Sr. No	Name & Description of items	A/u	Total quantity	Preferred Make	Quoted Make	Unit Rate Estimated	Total
1	Invitation cards ➤ Dimensions: 5"X 8" with envelope, ➤ Color printing & institute logo embossing. ➤ Art paper with texture (250-300 GSM)	Nos	400				
						Total	
						GST @	
						Grand Total	

J. Jassal
4/2/20

(Kamaljit Singh Jassal)
Chief Administrative Officer