



Indian Institute of Information Technology, Lucknow

Chak Ganjaria (C.G.) City,

Lucknow – 226002, (U.P) – India

भारतीय सूचना प्रौद्योगिकी संस्थान – लखनऊ

चकगंजरिया (सी. जी.) सिटी ,

लखनऊ २२६००२ - उत्तर प्रदेश , भारत

Web: <https://www.iiitl.ac.in> email: contact@iiitl.ac.in

Ref. No.: IIITL/Annual Report/2024-25 & 2025-26

Date: 11.09.2026

Quotation Notice

Sealed Quotations are invited for the Printing & Supply of Annual Reports to Indian Institute of Information Technology Lucknow

The Quotation notice Document can be downloaded free of cost from IIIT Lucknow website i.e. www.iiitl.ac.in. The last date for receiving the quotation notice at the Institute is 27th September 2026, 05:00 P.M. The Technical & Financial bid shall be opened on 28th September 2026 at 12:30 P.M and the authorized representative of the bidder may attend the bid opening meeting.

The Quotation should be submitted in single covers envelope which consist of both Technical Bid and Financial/Price Bid and super scribed with the Quotation Notice Reference No. and due date of submission.

**IIIT Lucknow
Assistant Registrar
Store & Purchase**

Ref. No.: IIITL/Annual Report/2024-25 & 2025-26

Date: 11.09.2026

To.

The Vendors,

Sir,

Subject: Quotation Notice for **Printing & Supply of Annual Reports** – reg.

The Indian Institute of Information Technology Lucknow is an Institute of National Importance, under the Ministry of Education, Government of India. IIIT Lucknow is inviting quotations from the reputed printers for the **Printing & Supply of Annual Reports** under single bid system.

The detailed Quotation Notice for **Printing & Supply of the Annual Reports** is enclosed herewith and you are invited to submit your quotes.

The sealed cover should be superscribed as “**Quotation notice for Printing & Supply of Annual Reports**” addressed to The Assistant Registrar, IIIT Lucknow, C.G City, Shaheed Path, Lucknow-226002

The samples of Annual Reports are available in the Administration. It is requested to inspect the sample of Annual Reports before submitting the pricebid as per the terms and conditions prescribed in the quotation notice document.

On receipt of the Purchase Order, the firm should supply Annual Reports within the stipulated time as per the condition laid down in the document.

The sealed quotation should reach the above address on or before 27th September 2026, by 05:00 P.M.

Thanking you, Yours faithfully

**IIIT Lucknow
Assistant Registrar
Store & Purchase**

Quotation notice Abstract

Notice Inviting Quotation notice No.	: IIITL/Annual Report/2024-25 & 2025-26
Quotation notices Document Issue Date (or)	: From 11.09.2026 Onwards to be downloaded
Last Date of submission of Quotation notice	: 27.09.2026 by 05:00 P.M
Bid opening Date and Time	: 28.09.2026 at 12:30 P.M
Address for Submission of Quotation notice	: The Assistant Registrar, IIIT Lucknow, C.G City, Shaheed Path, Lucknow-226002

Quotation Notice for Printing & Supply of Annual Reports

I. Introduction

The Indian Institute of Information Technology Lucknow is an Institute of National Importance, under the Ministry of Education, Government of India. IIIT Lucknow is inviting quotation from the reputed printers for **Printing & Supply of Annual Reports** under **Single Bid system** which comprises Technical and Financial bid. The work shall be executed in two phases: **Phase I** – Printing & Supply of the Annual Report 2024-25; and **Phase II** – Printing & Supply of the Annual Report 2025-26.

II. TERMS AND CONDITIONS:

1. A prospective bidder requiring any clarification of the quotation notice document may communicate to The Assistant Registrar at **purchase@iiitl.ac.in**.
2. The rates should be quoted in rupees including all taxes and charges, if any.
3. The rate should be quoted unit-wise and valid for 1 year from the date of Purchase Order. No claim for escalation of the rate will be considered after opening of the bid.
4. At any time, prior to the last date of receipt of bids, IIIT Lucknow may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the quotation notice by an amendment.
5. Delivery of the **Annual Reports** shall be made within 30 days (Thirty Days) from the date of purchase/work order issued by IIIT Lucknow.
6. Liquidated Damages: Penalty for the delay in delivery will be charged at the rate of 0.5% per day upto a maximum of 10% of the value of work order and defaulter will be black listed permanently.
7. The payment will be made only after successful completion and delivery of the material at the satisfaction of IIIT Lucknow. No advance payment will be made.
8. The quotation / offer received through e-mail or without sealed cover will be summarily rejected.
9. IIIT Lucknow reserves the right to accept in part or in full any quotation notice(s) or reject any

or more quotation notice(s) without assigning any reason or to cancel the quotation noticing process and reject all quotation(s) at any time prior to the award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

10. The L1 vendor after the award of work order shall have to submit the proof copy to IIIT Lucknow for acceptance. If there is any mismatch between the proof copy accepted by IIIT Lucknow and final printed copy supplied by the L1 bidder, no payment shall be made by the Institute. Bidders are requested to strictly adhere to the specification of the annual report mentioned at Price Bid. No changes from the specification of Annual Reports shall be accepted by IIIT Lucknow.
11. IIIT Lucknow may increase or decrease the quantity of Annual Reports at the time of award of contract and the bidder is liable to supply the ordered quantity at the same price as quoted in their financial bid.
12. Subletting of work is not permitted.

III Eligibility/Qualifying Criteria: The vendor should furnish the following documents with their technical bid, failing which, their quotation notice is liable to be rejected.

a. GST registration photo copy

2. Any Technical bid without any of the above documents is liable to be rejected.
3. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the quotation notice shall be treated as invalid.

IV – Price Bid:

1. Price bid shall be submitted in the prescribed format (Annexure-I) and should be written in the format given in the quotation notice document.
2. The rates shall be quoted in INR inclusive of all taxes, charges etc.
3. The bid should be clearly filled or typed and signed in ink legibly giving details of full address of the bidder. The rate should be quoted item wise both in words and figures without omitting

any columns in the price bid as otherwise the bid will be rejected.

4. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the quotation notice shall be invalidated.

V – Specifications and Scope of the work:

The sample **of Annual Reports** are available in the Administration, IIIT Lucknow. The bidders may inspect the sample Annual Reports before submitting the sealed quotations. The quotation for the Printing & Supply of the Annual Reports is to be sent in a confidential manner and in a sealed cover.

VI- CONFIDENTIALITY

The printing materials are intended for IIIT Lucknow. The Bidder and their personnel shall not, either during implementation or after completion of the works, disclose any part of printed matter to any third party nor shall they use them in any other format.

VII- Legal disputes, if any, shall fall within the jurisdiction of Lucknow Courts only.

**IIIT Lucknow
Assistant Registrar
Store & Purchase**

Annexure-I

(Price Bid)

*[On the Letter head of the Bidder]***Printing & Supply of Annual Reports of IIIT Lucknow**

From

Name & Address of the firm

Dear Sir,

We hereby submit our Price Bid for the Printing & Supply of Annual Reports as detailed below.

Sr. No	Items/ Specifications	Qty.	RATE	
			Unit Rate (Rs)	Total Amount (Rs)
1	Phase I – Annual Report 2024-25 (English Version) Phase II – Annual Report 2025-26 (English Version) Size=10.8"*8.2" and Pages: Up to 225 pages (6 colored) + 4 cover page [Vendors to quote rate for up to 225 pages. Rate for pages beyond 225 shall be as provided separately.]			
	Cover Page: Multi Colour, 300GSM (Art Paper)- 4 nos.	35		
	Inner Pages black & white printing: 130 GSM (Art Paper) - 209 Nos.			
	Inner Pages coloured Printing: 130 GSM (Art Paper) - 16 Nos.			
	Rate for pages beyond 225 (to be decided separately by the vendors)			
	Taxes @ 18% GST			
	Freight and Forwarding Charges		Inclusive & FOR IIIT Lucknow	
2	Phase I – Annual Report 2024-25 (Hindi Version) Phase II – Annual Report 2025-26 (Hindi Version) Size=10.8"*8.2" and Pages: Up to 225 pages (6 coloured) + 4 cover page [Vendors to quote rate for up to 225 pages. Rate for pages beyond 225 shall be as provided separately.]			
	Cover Page: Multi Colour, 300GSM (Art Paper)- 4 nos.	35		
	Inner Pages black & white printing: 130 GSM (Art Paper) - 219 Nos.			
	Inner Pages coloured Printing: 130 GSM (Art Paper) - 16 Nos.			

	Rate for pages beyond 225 (to be provided separately by the vendors)			
	Taxes @ 18% GST			
	Freight and Forwarding Charges		Inclusive & FOR IIIT Lucknow	
	TOTAL			

Gross Amount (in words):

Date:

Signature of the Authorized Signatory

Place:

Seal

Important Note- Number of pages as mentioned above are tentative and may vary at the time of final printing. Further, the payment shall be made as per the actual pages used for printing