



*Stores*

**DEPARTMENT OF CIVIL ENGINEERING**  
**Indian Institute of Technology Madras**  
I.I.T.P.O., MADRAS-600 036

**Form for Inviting Quotations**

Ref.No.CIE/ARUM/2017/Manual /

Date: 31/10/2017

**DUE DATE: 10/11/2017**

To

Dear Sirs,

1. Quotations are invited in duplicate (two bidding covers) for the various items shown below / overleaf / **Enclosed list.**
2. **The Quotations duly sealed and superscribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach on or before the due date stipulated above.**
3. The Quotations should be valid for ninety days from the due date and the period of delivery required should also be clearly indicated.
4. If the item is under DGS&D Rate contract No. and the price must be mentioned. It may also please be indicated whether the supply can be made direct to us at the Rate contract price (Please note that we are not Direct Demanding Officers). If so please send copy of the RC.
5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples if called for, should be submitted free of charges, and collected back at the supplier's expenses.
6. Local Firms : Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
7. Firms Outside Madras : Quotations should be for F.O.R. Madras. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
8. The rate of sales / General Taxes and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done, no claim for Sales / General Taxes will be admitted at any stage and on any ground whatsoever The taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non Government Educational Institutions run with no profit motive for which a concession. Sales Tax Certificate will be issued at the time of final settlement of the bill.
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. Payment : Every attempt will be made to make payment within 30 days from the date of receipt of bill / acceptance of goods, whichever is later.

Yours faithfully,

*[Signature]* ..31.10.17  
[Dr. ARUN MENON]

- Note: (i) Quotation should be sent by SPEED POST only or to be delivered directly to the concerned.  
(ii) Firms are requested to submit the specifications of their product along with supporting technical Documentation / brochure instead of reproducing the specifications sent by us.

## Description of Work


The work involves preparation of design, layout and printing of 2000 bound copies of a book entitled **Manual on "Historical Lime Mortars in India"**.

Designing the layout of the book, designing the format of the textual and image/figure content, and designing the front and rear covers.

Softcopy of the book in high definition PDF version must also be provided.

Specifications of the book:

- Closed size : 6"\*9"
- Open size : 12"\*9"
- Pages : 120+4
- Page thickness : 170 gsm
- Wrapper : s/s lamination
- Multi-colour print offset
- Stitched perfect binding

 31.10.17