

No: 02/REG/16-17

Date: 24.10.2016

Notice

Sealed quotations are invited from the vendors/suppliers/bonafide dealers for the following items as per details given below. The quotation should drop in the drop box at the Purchase Section, Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 02nd November, 2016, 15.00 Hrs.

1. Greetings Card Size (after fold: 7" X 5" 1000 Nos. (Approx)
Without fold: 14" X5") 250 GSM ITC Board only
Both side 4 colour offset printing (As per Sample)
With envelop (printed).

Sample available from office of the Registrar. Creative theme base layout should be provided by the authority.

Terms and Conditions:

1. All quoted rates should be inclusive of all taxes, levies & duties. The rate should be quoted both in figures and words. The rate once quoted shall be final and request for revision of rate will not be entertained.
2. In quotation involves transportation, packing, forwarding and insurance charges it should be specifically indicated in the tender application.
3. Materials & accessories supplied should be strictly as per specification, of approved quality (B.I.S.) or as desired by the Authorised Officer of IEST, Shibpur
4. The materials are to be supplied/delivered at the Institute Campus. The institution closed at 6.30 p.m. after which no delivery can be accepted.
5. No Advance Payment will be made.
6. The work should be completed within 15 days from receipt of work order.
7. The work should be completed within stipulated period as indicated in the work order.
8. Bills in triplicate should be presented for payment within 15days of supply/ completion of work.
9. The order no. is to be noted on both Challan & Bill.
10. All bills are to be accompanied by order copies and challans as received.
11. Payment will be made within 30 days of submission of proper bills, challans etc. by A/c payee cheque, no cash payment will be made under any circumstances.


Registrar

Copy to:

1. Institution Website.
2. All Notice Board

