

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY
SHIBPUR, P.O. Botanic Garden
(Formerly Bengal Engineering and Science University)
HOWRAH (West Bengal, India)-711103.**

ADVT No.

Date:-18.03.2016

Sealed quotations are invited from bonafide Contractors, for the whole work as specified below under the name of **SOUVENIR KIT of REBECA 2016, 78th Annual Reunion and Cultural Fest of IEST, Shibpur** to be held on 31st March-3rd April, 2016. Sealed quotation should be dropped in the drop box at the Office of the Dean, Infrastructure Planning and Management between 11.00 a.m. to 1.30 p.m. by 21.03.2016. Opening of the bid will be on 21.03.2016 at 3.30 p.m.

Convener
REBECA 2016
IEST, Shibpur

Copy To: 1. To be displayed on the Institute Website

Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711103

Name of Tender: Production of REBECA2016, Annual Reunion and Cultural Fest of IEST, Shibpur.

1. Name of the Firm :
(In block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership / Proprietorship Firm:
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
7. Trade License No. :
8. Sales Tax No. :
9. Quoted rate (for the whole work):
(Use separate sheet, if required)

Bill of quantities for the Souvenir Kit: As specified below -

ITEMSQUANTITY

SOUVENIR KIT INVOLVES –

- 1) BECA, Annual Souvenir of IEST, Shibpur
 - **100 Page Souvenir with Laminated Cover**
 - (72 Pages – Black & White)
 - (24 Pages – Colored) approx.
 - **Book Binding**

300 KITS

- 2) **Note Pad** - 20 Pages with Black and White Logo
Printed on cover
- 3) Logo printed **My clear Bag with button**
- 4) **Ball Point Pen**with REBECA 2016 written on the body

To
The Convener, REBECA 2016
IEST, Shibpur
Howrah-711103

I/WE agree to execute the work in accordance to requirement at the above quoted items rates for a total price of Rs. _____ (Rupees)

Authorized Signature: _____ Dated:- Address:-

Name & Title of Signatory:

Name of the bidder and Seal:

Terms & Conditions:-

1. All rates quoted should be inclusive of all taxes, levies & duties. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at later stage will not be entertained.
2. Transportation, Packing, Forwarding and Insurance Charges (if any) to be charged should be specifically indicated.
3. The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the Institute shall be final in case of any dispute.
4. **The delivery of the Souvenir Kits must be done by 8.00a.m. on 31st March 2016.**
7. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.).
8. Bills in Triplicate should be presented for payment within 15 days of completion of work.
9. The Order no. is to be noted on both the Challan and the Bill.
10. All bills are to be accompanied by order copies and challans as received.
11. Payment will be made within 60 days of Submission of proper bills, challans etc.
12. Last date of submission of quotation is **21.03.2016 up to 1.30 p.m. at the Office of the Office of the Dean, Infrastructure Planning and Management (Convener, REBECA 2016, IEST, Shibpur).**
13. **Opening on 21.03.2016 at 3.30 pm at the office Dean, Infrastructure Planning and Management (Convener, REBECA 2016, IEST, Shibpur).**
14. For any query contact Mr. Devarpan Mukherjee (9883512931) or Mr. Ayan Roy(8902772030), Secretary, Stage and Decorations, REBECA 2016, IEST Shibpur.

Convener

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