

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY

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Notice inviting quotations for the printing and binding of Annual Report

Sealed quotations are invited for the printing and binding 100 copies (50 copies in English and 50 copies in Hindi) of the Annual Report 2014 -15 of Indian Institute of Engineering Science Technology, Shibpur. The relevant specifications are given below:

Specification:

1.	Description	Printing
2.	Approximate No. of pages per copies (Both side of paper printing)	206 pages (including approximate 50 pages colour printing)
3	Front & Back cover	Colour pages
5	Size	A4
6.	Method of Production	Offset printing
7.	Paper and its quality	As per sample provided by the Office of the Assistant Registrar, Dean Faculty Affairs, IEST, Shibpur
8.	CD of the whole material must be provided to the Institute	

The quotation should submit to the Office of the Assistant Registrar, Dean Faculty Affairs IEST, Shibpur, between 11.00 am to 1.30 p.m. & 3.30 p.m. to 5.30 p.m. (week day) latest by 29/11/2016, 14.00 Hrs

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 etc. latter stage will not be entertained.
2. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
3. The materials are to be supplied /delivered at the Institute Campus.

4. No Advance Payment can be made.
5. The work should be completed within stipulated period as indicated in the work-order. A Liquidated damages @ 1.2% per week or part thereof will be imposed, subject to maximum of 5% of the value of work-order.
6. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
7. The Order no. is to be noted on both Challan & Bill.
8. All bills are to be accompanied by order copies and challans as received.
9. Payment will be made within 60 days of Submission of proper bills; challans etc. by A/c payee cheque, no Cash payment will be made under any circumstances.

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