



Quotation No.: RSC/01/2016

August 02, 2016

All Enlisted Vendors / interested Suppliers
Indian Institute of Engineering Science and Technology, Shibpur
Howrah 711 103

Sub: Quotation for Research Scholars Colloquium 2016 (23-24 August 2016)

Sealed Quotations are invited from bona fide registered dealers/contractors/suppliers for unit price of the following items as per details given below. Each item is to be quoted as a whole.

The Quotation should reach the **office of Prof. Minhaz Hossain, Dept. of Physics, IEST, Shibpur, latest by 9th August, 2016 16:00 HRS.**

Item No.	Particulars
1	Registration Kit consisting of a. Two pocket plastic folder of A4 size b. Branded pen (Rs. 20/- approx.) c. Writing Pad 10"x7" of 100 GSM bond paper with laminated digital print
2	Lunch (Buffet system) a. Chicken biryani with good quality sweet and mineral water on 23.08.16 b. Fried rice and chili chicken with good quality sweet and mineral water on 24.08.16
3	Refreshment Packet Branded company snacks (non-veg sandwich), sweets (2 nos.), fruit (1 no.) and tea and coffee with biscuit
4	Tea and coffee with biscuit & mineral water
5	Decorator work Arrangement of lunch with shelter from rain at Netaji Bhavan
6	Seminar Hall arrangement for session including cleaning, drinking water arrangement, flower bouquet, putting up banner, poster, checking of audio system and presentation facilities
7	Banner Flex banner print with design per sq. ft.
8	Certificate A4 size 300 GSM paper; Digital print
9	Standard conference Identity Card with Digital print
10	Memento a. Special memento as per sample b. Branded pen as per sample
11	Prize a. Sonata wrist watch with logo print b. 16 GB OTG pen drive with logo print



TERMS & CONDITIONS:-

1. All rates quoted should be inclusive of all taxes, levies and duties.
2. The materials are to be supplied / delivered at the IEST, Shibpur Campus.
3. **NO ADVANCE PAYMENT CAN BE MADE.**
4. Bills in triplicate should be presented for payment within 15 days of supply/completion of work along with copy of PAN., VAT, Trade Licence, Professional Tax certificate as applicable.
5. The order no. is to be noted on both Challan and Bill.
6. All bills are to be accompanied by order copies and Challan receipt.
7. No cash payment will be made under any circumstances. All payments are subject to statutory deductions as and when applicable.