

Indian Institute of Engineering Science and Technology, Shibpur
Howrah - 711 103, West Bengal, India

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No.: 01/REG/16-17

Date: 21.04.2016

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. & 2 p.m. to 5.30 p.m.(week day) latest by 26th April, 2016, 14.00 Hrs.

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| 1. Invitation Card Size (Without fold : 9"x6")
Cream Colour
TEXTURE paper 240 GSM,
with Four colour offset printing bothe side. | 1000 Nos. (approx) |
| 2. Envelop For invitation Card 80GSM paper
With natural shade single colour printing | 100 Nos. (approx) |
| 3. Poster – 18"x23", 170GSM Art paper with
four colour offset printing with frame for hanging pupose. | 20 Nos. (approx) |
| 4. Poster – 11"x18"- 170 GSM Art paper with four colour
Offset printing. | 50Nos.(approx) |
| 5. Flex Banner – 4"x6" with four colour offset printing. | 03 Nos.(approx) |
| 6. Flex Back Drop – 10"x8" with four colour offset printing. | 01 Nos. |

Sample of the said item is available in the Office of the Registrar. Design charges may be mentioned by the vendors.

Terms & Conditions:

1. All quoted rates should be inclusive of all taxes, levies & duties. The rates 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 case the 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 Institution 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.

Copy to :

1. All Notice Board
2. A copy of this notice may be displayed on the Institution website.

Registrar

[Handwritten Signature]
21/4/16