

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,

P.O.- Botanic Garden, Howrah -711 103

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No.: 10/DEAN ADMN /17-18

Date: 05 th December, 2017

NOTICE

Sealed quotations are invited from the vendors/suppliers/Dealers for Greetings Card with envelope for Director's office as per details given below.

Greetings Card Size	:-	5" X 7" after fold 10" X 7" without fold
Thickness	:-	250 GSM ITC board / Texture board and both side colour offset/digital printing (as per sample)
Quantity	:-	500 nos. Greetings Card with envelope.

The quotation should drop in the drop box at the Purchase section of the Dean Administrative Affairs Department(5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 3.30 p.m. to 5.30 p.m. (week day) latest by 14th December, 2017, 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.

DEAN
ADMINISTRATIVE AFFAIRS

Copy to :

All Notice Board

A copy of this notice may be displayed on the Institute website.