

**Indian Institute of Engineering Science and Technology, Shibpur**  
**Howrah – 711103, West Bengal, India**

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No: 05/REG/17-18

Date: 09.02.2018

### Notice

Sealed quotations are invited from the vendors/suppliers/bonafide dealers for the following items as per details given below. The quotation should be dropped in the drop box at the Office of the Registrar (5<sup>th</sup> Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 16<sup>th</sup> February, 2018 at 3.00 p.m.

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|--|-------------------------------|
| 1. Invitation Card Size (after fold: 7" X 5"   | 1650 Nos. For Guest (Approx)  |
| Without fold: 14" X5") Cream Colour            | 850 Nos. For Student (Approx) |
| TEXTURE paper 250 GSM, Digital/offset          |                               |
| printing with single colour printing envelope. |                               |

Sample of the said item is available in the office of the Registrar/ Mr. S. S. Basak, Assistant Registrar. Sample of the paper should be submitted with the quotation.

#### Terms and Conditions:

1. All quoted rates should be inclusive of all taxes, levies & duties. The rate 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. Quotation includes transportation, packing, forwarding and insurance charges. It should be specifically indicated in the tender application.
3. Materials & accessories to be supplied should be strictly as per specification, 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 Institute 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. Bills in triplicate should be presented for payment within 15days of supply/ completion of work.
8. The order no. is to be mentioned on both Challan & Bill.
9. All bills are to be accompanied by order copies and challans as received.
10. Payment will be made within 30 days of submission of bills, challans etc. by A/c payee cheque. No cash payment will be made under any circumstances.

Registrar

Copy to:

1. Institution Website.
2. All Notice Board