

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY

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Advt.No.WEB/IEST/DFA/17-18/ 42

Date: 02 November 2017

Notice inviting quotations for the translation of the Annual Report 2016 – 17 from English to

Hindi

Sealed quotations are invited from the eligible bidders for the translation of the Annual Report 2016 -17 from English to Hindi including typing and proof reading of Indian Institute of Engineering Science Technology, Shibpur on per word basis. CD of the completed 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 17/11/ 2017, upto 4:00 p.m.

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.
10. The rate quoted should not be more than the specified by attached UGC vide letter no. 1 – 4 / 2016 (RajBhasha) date 22 August, 2016
11. This is a process of enlistment; the lowest quoted vendor will be enlisted for next three years. Initially the enlistment will be for one year which can be extended upto three years on satisfactory performances.

Sd/-

Dean, Administrative Affairs,
IEST, Shibpur

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

Dean, Administrative Affairs,
IEST, Shibpur