

No: 02/REG/17-18

Date: 30.11.2017

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. & 2p.m. to 5.30 p.m. (Week Day) latest by 08th December, 2017, 15.00 Hrs.

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| 1. Greetings Card Size (after fold: 7" X 5"
Without fold: 14" X5") Cream Colour
TEXTURE paper 250 GSM, Digital/offset
printing with single colour printing envelope. | 1000 Nos. (Approx) |
| 2. Calendar (20"x30") 170GSM glossy art paper
With one side four colour offset printing and
Mounting of top and bottom. | 1000 Nos. (Approx) |

Sample of the above mentioned items are available in the office of the Registrar. Creative theme base layout should be provided by the authority. Sample of the paper should be submitted with the quotation. Subject matter will be given at the time of receiving of the order copy by the vendors/suppliers/bonafide dealers.

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. In 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 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. 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.


Registrar

Copy to:

1. Institute Website.
2. All Notice Board