

Indian Institute of Engineering Science and Technology, Shibpur

Howrah – 711103, West Bengal, India

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No: 18/DY.REG/18-19

Date: 07.01.2019

Notice

Sealed quotations are invited from the vendors/suppliers/bonafide dealers for DIARY as per details given below.

1. Diary

1000 Nos. (Approx)

Specification :-

Size: 9"x 11" (when opened)

9"X 5.5" (when closed)

Cover page 350GSM art board with both side Multi colour printing/ four colour offset printing with Matte lamination of front and back side. Foile printing on front cover and spine.

Inner pages 80 GSM Maplitho paper (100 pages)

Sample of the above mentioned item is 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. 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 14th January, 2019, 15.00 Hrs.

REGISTRAR

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 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.
12. All quotations should be accompanied by Xerox copy of valid Trade License, Pan Card & GST certificate.

DY. REGISTRAR (P & S)

Copy to:

1. Institution Website.
2. All Notice Board