

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

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No: 04/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 (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2.00 p.m. to 5.30 p.m. (Week Day) latest by 16th February, 2018 at 3.00p.m.:

- | | |
|---|--------------------|
| 1. Convocation Address Book, Size 1/8, Cover page
300GSM art board 4 colour offset printing/ digital printing
Inner page: 128 GSM Art paper black and white offset printing
16 pages (inner) may be increased or decreased | 1200 nos. (approx) |
| 2. Director's Address Book, Size 1/8, Cover page
301GSM art board 4 colour offset printing/ digital printing
Inner page: 128 GSM Art paper black and white offset printing
28 pages (inner) may be increased or decreased | 1200 nos. (approx) |
| 3. Chairman's Address Book, Size 1/8, Cover page
301GSM art board 4 colour offset printing/ digital printing
Inner page: 128 GSM Art paper black and white offset printing
08 pages (inner) may be increased or decreased | 1200 nos. (approx) |

The rate of the extra pages should be quoted.

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 15 days 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