

# INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY

SHIBPUR, P.O. Botanic Garden (Formerly Bengal Engineering And Science University)

HOWRAH (West Bengal, India)-711103

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Tender No:- 17/DY.REG./19-20

Date:- 19.07.2019

## Notice Inviting Tender

Sealed quotations are invited from the vendors / suppliers / bonafied dealers for the following items as per details given below.

- 1) Receiving Register - 50 nos. ( as per sample )
- 2) Envelope with print ( size - 4.5" X 11" white ) - 1000 nos. ( as per sample )
- 3) Envelope window type with print ( size - 4.5" X 10" white ) - 1000 nos. ( as per sample )

The quotation will be received in the drop box at the Office of the Registrar, Purchase section between 11.00 a.m and 5.00 p.m on all working days latest by 29.07.2019 upto 4 p.m.

REGISTRAR

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. GST No. must be mentioned in the quotation.
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 @ 0.5 % will be imposed, subject to maximum of 5% of the value of work-order.
6. Bills in Triplicate should be presented for payment within 15<sup>th</sup> day 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. All quotations should be accompanied by Xerox copy of valid Trade license, Pan Card, GST certificate & Cancelled Cheque.

Dy.Registrar,  
( Purchase & Store)  
IEST, Shibpur

Copy forwarded for information and necessary action to:

1. Institute Website,
2. Notice board,