

**Indian Institute of Engineering Science and Technology, Shibpur  
Howrah - 711 103, West Bengal, India**

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No.: 08/REG/15-16

Date: 27.01.2016

**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 (5<sup>th</sup> Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2 p.m. to 5.30 p.m.(week day) latest by 08<sup>th</sup> February, 2016, 14.00 Hrs.

1. Invitation Card Size ( after fold: 7"X5" 2400 Nos. (approx)  
Without fold : 14"X5") Cream Colour  
TEXTURE paper 250 GSM, Digital/offset  
printing with single colour printing envelope.

Sample of the said item is available in the Office of the Registrar (Dr. B. Das, Assistant Registrar/ Store & Purchase Section). Sample of the paper should be submitted with the quotation.

**Terms & Conditions:**

1. All quoted rates should be inclusive of all taxes, levies & duties. The rates 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 case the 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 Institution 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.

Copy to :

1. All Notice Board
2. A copy of this notice may be displayed on the Institution website.

  
Registrar