

No. 1-IWAI/Kol./Store (01)/2007/

Dated: - 16, July. 2011,

NOTICE INVITING QUOTATION

Sealed quotation are invited for supply of different forms & printing at IWAI, Kolkata office as per sample. The sealed quotation should reach at Kolkata office latest by 24.07.2011 at 1500 hrs. as per the B.O.Q. enclosed herewith & on the following terms and conditions.

TERMS & CONDITIONS :-

1. The price may be quoted including all the costs such as labour, taxes, material, transportation etc. as applicable. Not other extra charges will be entertained.
2. The above work shall be completed within 15 (Fifteen) days from the date of receipt of the work order.
3. 100% payment will be made by cheque within 07 (Seven) days from the date of successful completion and certification of the bill by the office concerned after deducting the statutory dues.
4. In case of delay in completion of work liquidity damage @ 1% per two day subject to a maximum of 5% will be charged.
5. The inventory book shall have to be printed as per sample as available.

Encl:- As stated.

Director

B.O.Q. SUPPLY OF DIFFERENT FORMS & PRINGING

Sl.No.	Items	Unit	Contains	Require	Rate	Amount
01	File Bord	Pcs	-	100		
02	File Cover	Pcs		200		
03	Form Attendance	Pad	100 Pag.	10		
04	Form Check Sheet	Do	Do	05		
05	Form Leave Application.	Do	Do	10		
06	Form Sailing Order	Do	Do	05		
07	Form Tour Advance	Do	Do	10		
08	Pad Conference	Pad	20 Pag.	300		
09	Log Book Engine	Book	93 Pag.	50		
10	Log Book Deck	Book	Do	50		
11	Visiting Card					
I	Sri P.Sriniwasha,AHS	Box	100 Pcs	01		
II	Sri Suresh Sharma, T/A (C)	Do	Do	02		
III	Sri Sudhir Kr. Sharma, T/A (M)	Do	Do	01		
IV	Sri Amit Kumar Das, T/A (C)	Do	Do	01		
12	Envelop Cloth (Middle)	Pcs	-	500		
13	Envelop (Small)	Pcs	-	5000		
14	Total Rs.					
15	Round of Rs.					

SINGNATURE OF FIRMS