

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

Dated: - 26, November. 2009,

NOTICE INVITING QUOTATION

Sealed quotation are invited for supply of File Cover, File Board Log Book Deck, Log Book Engine, Letter Head & printing at IWAI, Kolkata office as per sample. The sealed quotation should reach at Kolkata office latest by 01.12.2009 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 07 (Seven) 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.

(M.K. SAHA)
Director

**B.O.Q. PRINTING & SUPPLY OF FILE,FILE BOARD,LOG BOOK DECK,LOG
BOOK ENGINE & LETTER HEAD**

<u>Sl.No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Rate</u>	<u>Amount.</u>
01.	File Board (As per Sample)	Pcs	200		
02.	File Cover (As per Sample)	Pcs	200		
03.	Log Book Deck (As per Sample)	Pad	100		
04.	Log Book Engine (As per Sample)	Pad	100		
05.	Letter Head (Big) (As per Sample)	Pad	50		

TOTAL					

(SIGNATURE OF THE FIRM)

DIRECTOR