

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

Dated: - 10, July. 2009,

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 18.07.2009 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 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.

(Arun Roy)
Director

B.O.Q. PRINTING & SUPPLY OF INVENTORY BOOK.

<u>Sl.No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Rate</u>	<u>Amount.</u>
01.	Attendance Form	Pad (100 pages)	10		
02	Convence Reimbursement Form	- D0 -	05		
03	Departmental Advance form	- Do -	05		
04	Earn leave or extension of leave form	- Do -	05		
05	Paper Envelop (Size 27cm x 11cm)	- Do -	4000		
06	Cloth Envelop (Size 30cm x 24cm)	- Do -	500		
07	Cloth Envelop (Size 40cm x 30cm)	- Do -	500		
08	Festival Advance Form	- Do -	03		
09.	Indent Form	- Do -	15		
10.	Note Sheet Pad	- Do -	10		
11.	Over Time Form	- Do -	10		
12.	Medical Reimbursement Form	- Do -	05		
13.	Movement Order Form	- Do -	05		
14.	Tour advance Form	- Do -	05		
15.	Tuition Reimbursement Form	- Do -	05		

TOTAL

(SIGNATURE OF THE FIRM)