

No. 1-IWAI/Kol./Store(03)/2007/

Dated: - 08, April-2010,

**NOTICE INVITING QUOTATION**

Sealed quotation are invited for supply of A4 (210 x 217mm) size , 75 gsm Bilt Copy Power Xerox Paper at IWAI, Kolkata office. The sealed quotation should reach at Kolkata office latest by 14.04.2010 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 05 (Five) 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.

**Encl:-** As stated.

( M.K. SAHA )  
Director

**B.O.Q. SUPPLY OF XEROX PAPER**

<b><u>Sl.No.</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Qty.</u></b>	<b><u>Rate</u></b>	<b><u>Amount.</u></b>
01.	Bilt Copy Power Xerox Size : A4 (210 x 297 GSM : 75 Sheets : 500 Nos	Rim	50		
02	Transportation Charge & labour charge				
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TOTAL					
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( SIGNATURE OF THE FIRM )

DIRECTOR