

No. 1-IWAI/Kol./Estt.(10)/1994/

Dated: - 16, April-2010,

NOTICE INVITING QUOTATION

Sealed quotation are invited for printing of laminated identity card with clip & hanging ribbon at IWAI, Kolkata office. The sealed quotation should reach at Kolkata office latest by 20.04.2010 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 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.

Encl:- As stated.

(M.K. SAHA)
Director

B.O.Q. PRINTING OF LAMINATED IDENTITY CARD.

<u>Sl.No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Rate</u>	<u>Amount.</u>
01.	Laminated Identity Card (Size: 08.5 cm x 05.5 cm)	Nos	51		
02	Printing & Typing Charge	Nos	51		
03	Hanging Ribbon & Clip	Nos	51		
04	Cover	Nos	51		
05	Photographer Charge (For 02 Copy per Employees)	Nos	51		

TOTAL					

Note : Photographer should visit Kolkata , Frakka & Tribini for taking photos of employees.

(SIGNATURE OF THE FIRM)

DIRECTOR