

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

Dated: - 03, June-2010,

NOTICE INVITING QUOTATION

Sealed quotation are invited for supply of Form , Note sheet, Letter Head & Printing etc. at IWAI, Kolkata office. The sealed quotation should reach at Kolkata office latest by 09.06.2010 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. SUPPLY OF XEROX PAPER

Sl.No.	Itmes	Unit	Contains	Require	Rate	Amount
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01	Attendance	Pad	100	10		
02	Convence Reimb.	Pad	100	10		
03	Dept. Advance	Pad	100	05		
04	GPF Advance	Pad	100	05		
05	GPF Withdrawal	Pad	100	05		
06	Indent	Pad	100	10		
07	Leave Application	Pad	100	10		
08	Medical (04 No)	Pad	100	05		
09	Medical (05 No.)	Pad	100	05		
10	Medical Reimb.	Pad	100	10		
11	Movement Order	Pad	100	10		
12	Overtime	Pad	100	10		
13	Letter Head (Big)	Pad	100	40		
14	Note Sheet	Pad	100	50		
15	T.A. Bills	Nos	01	2000		

TOTAL

(SIGNATURE OF THE FIRM)

DIRECTOR