

सीएसआईआर – उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)
जोरहाट: JORHAT: असम: ASSAM



ENQUIRY No. 9(PST)/23/17-18/PUR; Date: ...14/02/2018.....
LAST DATE/TIME OF SUBMISSION: 26/02/18, 5:00 PM By Hand/Up-to 26/02/18

To,

Dear Sirs,

We are interested for purchase of the following. Please give your best offer with maximum discount in scaled envelope / E-mail / Fax to CSIR – NEIST, Jorhat.

Sl. No.	Description of item(s)	Qty.
1.	Printing, Supply and delivery of CSIR – NEIST Highlights 2017 – 2018. [Details specifications and requirements of CSIR – NEIST Highlights 2017 – 2018. As per Annexure]	500 Copies.

You are requested to kindly go through the detailed Terms, Conditions and Instructions mentioned below and overleaf and submit your best offer by the date and time mentioned above.

TERMS & CONDITIONS: The offer must comprise the following: (1) The Basic Price (MRP shall not exceed). (2) The exact amount or percentage of discount offered, if any. (3) Exact percentage of taxes, if applicable, (4) Packing, forwarding, freight, delivery and insurance charges to be quoted separately, if applicable. (5) Make and Model of the quoted item with detailed technical literatures. (6) Precise delivery schedule. (7) Warranty period from the date of supply/installation wherever applicable. (8) The period of validity of the offer (normally should be minimum 90 days). **N.B. 1. The final landing cost up to CSIR - NEIST Stores, Jorhat, Assam including Packing, Forwarding, Freight, Delivery, Insurance, etc. to be mentioned with detailed breakup. The offer shall be summarily rejected if the landing cost is not quoted.** 2. Your rate should be FOR, CSIR - NEIST Stores. 3. Payment will be made within 30 days from the date of full supply, inspection/ installation and submission of bill in order [N B: Please provide all bank details like Account Number, Branch Code Number etc. for E – PAYMENT]. 4. The delivery schedule should be strictly adhered to, otherwise LD will be imposed @ 1% per week subject to highest limit 10% of the order value.

Yours faithfully,

Authorized Signatory

Annexure

Printing, Supply and delivery of CSIR – NEIST Highlights 2017 – 2018.

Description of item(s)
<p>Printing, Supply and delivery of CSIR – NEIST Highlights 2017 – 2018.</p> <p>Number of copies = 500 Nos.</p> <p>Size=1/4 Demy</p> <p>Number of pages = 16 (May increase or decrease)</p> <p>Cover Page = 250 GSM Art Paper</p> <p>Text Paper = 170 GSM Art Paper</p> <p>Gloss Lamination on Cover</p> <p>Multicolor Printing with Design and Layout</p> <p>Centre Stitch and</p> <p>Forwarding to CSIR-NEIST, Jorhat.</p>
<p><u>Note:</u></p> <ul style="list-style-type: none">• Cost of Additional pages in four colour printing including paper etc. to be quoted separately.• The above specifications may be amended during process of procurement as per requirement before finalization.• Each Quotation should accompany paper sample.• The proof of service tax/GST payment to be submitted with registration number of the firm.
<p><u>Terms & Conditions:</u></p> <ul style="list-style-type: none">• The firm having 4 colour offset machine with full demy size can only quote.• The firm should have experience in doing similar type of work for at least 2 years and should enclose the best one or two work sample with the quotation.• The successful firm has to send the print ready file through email for correction etc. and after issue of the final print order should provide a low resolution pdf file for use in the website.• Any information given by CSIR - NEIST will not be used for any purposes by the firm, being the sole properties of CSIR-NEIST, Jorhat.• The Director CSIR-NEIST, Jorhat reserve the right to accept or reject any quotation without assigning any reason. Incomplete quotation will be summarily rejected.• In case of any doubt, the same may be got clarify from CSIR – NEIST, Jorhat.

Yours faithfully,

Authorized Signatory