

Date:- 30.11.2015

Quotations are invited from vendors of good repute for printing related works at 'Protiti', 23 Abanindranath Thakur Sarani Kolkata- 700017

WBIDC invites quotations from vendors of good repute for various printing related works, as stated below. Interested vendors are requested to collect samples of the said items from the HRD Department of WBIDC and quote rates against the same (inclusive of all taxes & changes).

Sr. No.	Item	Item specification	Required quantity
1	Letterhead	As per sample, with logo change and insertion of CIN number	500 pads (each of 100 sheets)
2	Envelop	Of size- 12"*10", As per sample, with logo change	1000 pcs
		Of size-14"*12", As per sample, with logo change	1000 pcs
		Of size- 16"*12", As per sample, with logo change	500 pcs
3	<u>Notesheet</u>	As per sample, with logo change	500 pads (each of 100 sheets)
4	Visitors' slip	As per sample, with logo change	500 pads (each of 100 pages)

*Soft copy of the logo and the CIN number will be provided to intended bidders, alongwith product samples

Guidelines

1. The participating vendors Should have valid VAT registration, ST/IT clearance.
2. The rates quoted should be inclusive of all applicable taxes and charges.
3. The vendor should be able to supply the items as specified above, within maximum 7 (seven) days from the date of order placed.
4. WBIDC reserves the right to break the order into parts and award the order to multiple vendors, if required.
5. WBIDC, under no circumstance shall provide any extra amount than the amount quoted by the vendor. The delivery charges should also be included in the rate quoted.
6. WBIDC reserves the right to reject any/ all of the participating vendors, if not found suitable.
7. WBIDC reserves the right to cancel any/ all the products received from the selected vendor, in case it differs from the sample product provided by WBIDC.

Interested vendors are requested to collect sample Receipt Voucher from Mr. Kartick Bhoumick, Manager (HRD) / Ms. Praheli Dhar Chowdhuri, OSD (HRD) between 11.00 a.m. to 4.00 p.m., during all working days between 1.12.2015 to 03.12.2015 and submit their quotation to the HRD Department latest by 15.00 hrs. on 4th December, 2015.

**By order
Managing Director**