

INSTITUTE OF ENVIRONMENTAL STUDIES AND WETLAND MANAGEMENT
(Department of Environment, Government of West Bengal)
DD-24, Sector-I, Salt Lake City, Kolkata-700 064
Phone Nos. 91 033 2334-0239/0531
Fax : 033 2358 0967

Enquiry No. 16 -IESWM/ENQ/1B-7/2018-19 (116B)

Date : 14.12.2018

Messrs _____

Sirs,

Sealed quotation addressed to the Chief Administrative Officer, IESWM are invited from the intending Printers for "Hanging Wall Calendar" which will be received up to 2-00 P.M. on 28.12.2018 at the above mentioned office. The Quotations received will be opened at 4-00 P.M. on 28.12.2018 before the representatives of the establishment. Authority reserves the right to reject the quotation if the same is not provided as per specification.

Please quote the Enquiry Number and the Date of Opening as given above, on the sealed Envelope. Photocopy of relevant papers like GST Registration Certificate, Trade License, ~~Sales Tax~~, Professional Tax, Income Tax Clearance Certificates, PAN etc. must be attached along with the quotation.

You will be required to place proof of indented items as per specification within 7 (seven) days from the date of receipt of the Order and delivery should be made within 7 (seven) days from the date of approval of proof. Payment will be made within 30 (thirty) days from the date of receipt of the bill, provided the bill is properly drawn and supply is accepted as sought for.

Yours faithfully,


Chief Administrative Officer

please see overleaf

Sl. No.	Specifications	Quantity Required	Remarks
01.	Hanging Wall Calendar – Size : 20” X 15” of 6 (six) sheets on both side printing, 4 colours offset/digital printing on 150 GSM Art Paper with Planner and wiro binding.	300 copies	