



INDIAN INSTITUTE OF ENTREPRENEURSHIP

***TENDER FOR SUPPLY OF PRINTING MATERIALS
TO
IIE***

TENDER WILL BE RECEIVED UP TO 30/01/2018, 02. PM

DATE OF OPENING OF TENDERS: 30/01/2018, 3.00.PM



AN ISO : 9001-2008 CERTIFIED ORGANIZATION

**N.H. 37 BY PASS, LALMATI, NEAR BASISTHA CHARIALI, GUWAHATI-
781029,
PH:0361-2302646 / 2300840 FAXNO:03612300325/2305394, Website
:www. director@iie.gov.in**



**INDIAN INSTITUTE OF ENTREPRENEURSHIP, LALMATI
BASISTHA CHARIAL, 37 N.H. BYPASS, GUWAHATI-781029**

File: P (1)/2012-13/2943

Date: 16.01.2018

Sealed quotations are invited from Authorized and Registered firms for supply of Office printing materials to Indian Institute of Entrepreneurship, Lalmati, Guwahati Assam. The Tender Form may be obtained from the undersigned against payment of **Rs. 1,000/-** (Non refundable) only or the same can be downloaded from our website www.iie.gov.in accompanied by DD of **Rs. 1,000/-** (Non-refundable) in favor of **INDIAN INSTITUTE OF ENTREPRENEURSHIP, Guwahati** from 18.01.2018 till 25.01.2018 and by 3.00 PM. Last date of submission of sealed quotation is **30.01.2018 till 2.00 PM**. Tender will be opened on the same day at 3.00 P.M at IIE Office.

For any clarification and corrigendum(s) shall be communicated through tender section.


Sd/-

Administrative Officer

प्रशासनिक अधिकारी / Administrative Officer
भारतीय उद्यमिता संस्थान
Indian Institute of Entrepreneurship
गुवाहाटी / Guwahati-29

ANNEXURE-I

Sl.No.	Particulars	Quality/Make	Quantity	Rate	Remarks
01.	Certificate(General & Others)	Glossy Paper Bi-colour/Multi colour	Each		
02.	Letter head A4 size 100 sheet in a book	J.K.Bond Excel	Each		
03.	Evaluations Form, Registration Form, Guest Faculty Honourium Form A4 size 100 sheet in a book	Best Quality	Each		
04.	Temporary advance, Adjustment voucher, Tour advance, Tour adjustment & Local conveyance From A4 size 100 sheet in a book	Color Paper Best quality A4 size	Each		
05.	Participants Khata	HPC Paper	Each		
06.	Account Ledger/Register	Best Binding & Best quality paper			



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ANNEXURE-II

TERMS & CONDITIONS FOR SUPPLY OF PRINTING & Materials ITEMS

1. **PRICES:** Prices are F.O.R. Indian Institute of Entrepreneurship, N.H. 37 Bypass, Lalmati, Guwahati-781029, Assam. The Prices are firm and final till completion of delivery.
2. **Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) of Rs. 10,000/- has to be deposited through Demand Draft in favors of , Indian Institute of Entrepreneurship or by cash at the cash counter of the Institute of which Money Receipt will be issued by the Institute. The amount will be refunded after expiry of the contract. If, at any case the contract is terminated by the firm, it has to be done at one month prior notice or else the EMD will be forfeited.
3. **TAXES:** Prices will be inclusive of all taxes (including GST).
4. **PAYMENT TERMS:** 100% payment shall be released after receipt of complete ordered materials at IIE. The bank charges if any shall be borne by the supplier.
5. **DELIVERY;** The materials shall be delivered within 10 (ten) days from the date of issue of the supply order. The supplier shall submit an undertaking of authenticity for IT consumables ordered for in the supplier's letter head as per ANNEXURE-III
6. **CONSIGNEE:** Indian Institute of Entrepreneurship, N.H. 37 Bypass, Lalmati, Guwahati-781029, Assam.
7. **PAYING AUTHORITY:** Indian Institute of Entrepreneurship, N.H. 37 Bypass, Lalmati, Guwahati-781029, Assam
8. **DELAY IN DELIVERY;** If the Supplier fails to supply the goods within the delivery period specified, the supplier shall be liable to pay half percent of the purchase order of undelivered portion per week or part thereof for the period of delay subject to maximum 5% of the value of the value of order.
9. **INSPECTION;** The materials shall be inspected by the authorized representative of Indian Institute of Entrepreneurship genuiness and quality of the ordered materials.

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10. DEFECTS: If any manufacturing defects are observed during supply, the items(s) shall be replaced free of cost by the supplier. The EMD of Rs. 10,000/- deposited shall be returned after expiry of contract period.

11. IIE has the right to cancel the order at any time without assigning any reason for such decision.

12. Registered Firm (copy of Registration Certificate).

13. Annual Turnover of last 3 years.

14. Past experience, if any.



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ANNEXURE-III

To,

**The Administrative Officer,
Indian Institute of Entrepreneurship,
37, N.H. Bypass, Lalmati,
Guwahati-781029**

Sub: Undertaking of authenticity of Printing materials

Ref: No1 Your supply order No.....dated.....

Ref. No. 2 Our invoice No.....dated.....

Sir,

With reference to the printing materials and materials being supplied/quoted vide our invoice No...../order

No.....cited above, we hereby undertake that ll the items supplied shall be /are original and new from respective OEMs of the products and not refurbished/duplicate/second hand are being used of shall be used.

If required, we hereby undertake to produce the certificate from or OEM supplier in support of the above undertaking at the time of delivery or within a reasonable time (before release of payment).

In case of default and if we are unable to comply with above at the time of delivery already billed, we agree to replace return the money if any payment is made to us in this regard without demur.

Thanking you,

Yours faithfully,



(Authorized signatory with seal)

Name:

Designation Place:

Date:

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