NOTICE INVITING TENDER

INDIAN STATISTICAL INSTITUTE
203, BARRACKPUR TRUNK ROAD
KOLKATA- 700 108
Unit/Division: -Central Stores
(For: - Different Units)
Phone No: - 2575-2170

To,

1. All Enlisted Vendors

Date: - 21/09/2015
Enquiry No: - 049/CS/14-15
Last date of receiving Quotation: - 12/10/2015
Validity : 60 days

Dear Sirs,

Please quote your rates for the under mentioned items. The quotation together with samples wherever required should be sent if possible in a sealed cover superscribing “Quotation for............” addressed to the undersigned so as to reach him/her by the due date mentioned above. Goods/materials are to be delivered at the above address. The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The quotation offered should be complete in all respect and strictly as per specification of product/service proposed to be purchased failing which the quotation will not be considered.

Yours faithfully,

[Signature]
Administrative Officer/ Section Officer

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item/s description</th>
<th>Make</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Envelop 10” X 41/2” with print</td>
<td></td>
<td>10,000 Pcs</td>
</tr>
<tr>
<td>2</td>
<td>Envelop 9” X 4” with print</td>
<td></td>
<td>10,000 Pcs</td>
</tr>
</tbody>
</table>

(All materials are as per our sample. All vendors are requested to visit the Central Stores for any queries.)

: - Name of the Vendors :-

N.B.: Supplier/Dealer/Manufacturer should clearly mention whether the rate/s quoted is /are :

i) including all Taxes,

ii) inclusive of tax and additional amount to be paid on the rate offered as tax and statutory duties, if any or

iii) any other payment if applicable, like delivery, transportation charge etc..

iv) Advance payment against Proforma Invoice requires Bank Guarantee.

v) The price quoted by the vendors should not be more than the maximum retail price as specified by the manufacturer and the MRP must be mentioned in their quotation.