



**QUOTATION ENQUIRY**

Sealed quotations are invited on behalf of Director, ICMR-NICED, Kolkata for Printing and supply of following envelopes, Dak Registers and Peon books as per the specifications given by the Despatch Section. The quotations addressed to Director, ICMR-National Institute of Cholera & Enteric Diseases, P-33, C.I.T Road, Scheme – XM, Beliaghata, Kolkata – 700010 may be sent so as to reach this office on or before **10/03/2023**. The quotation will be opened on same day by **3.30 p.m.**

Sl. No.	Particulars of the item	Qty.	Quoted Rate (INR)
01.	Small envelope 25” x 11”	3000 pcs.	
02.	Dak Register (Big)	2 nos.	
03.	Peon Books (small)	8 pcs.	
<b>Sub-total :</b>			
<b>GST@</b>			
<b>Total amount including GST:</b>			

**Terms and conditions:**

- 1) This is an enquiry & must not be treated as an order
- 2) The Director, ICMR-NICED reserves the right to accept or reject the quotations without assigning any reasons thereof.
- 3) The last date may be extended subject to requirement.
- 4) Any decision taken by the Director, ICMR-NICED at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any query in this regard shall be entertained.
- 5) No advance payment will be made. The payment will be made on rendering the services availed and satisfactory report of the end user(s).
- 6) No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made. However GST as per rules will be permissible.
- 7) While submitting the quotations the rate against each work and net amount to be paid, GST etc. should be specified separately.
- 8) ICMR-NICED, Kolkata does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full.
- 9) Please ensure that the supply is as per the specification
- 10) **Specimen sample of envelopes, Dak Registers and Peon books are to be collected from Despatch Section.**

**Store-in-Charge**

भंडार प्रभारी / Store-in-Charge  
आई.सी.एम.आर.-राष्ट्रीय कॉलरा और आंत्र रोग संस्थान  
I.C.M.R.-National Institute of Cholera and Enteric Diseases  
पी-३३, सी.आई.टी.रोड, स्कीम-एक्स.एम, बेलियाघाटा  
P-33, C.I.T. Road, Scheme-XM, Beliaghata  
कोलकाता-७०००१० / Kolkata-700010