



Ref: NICED/Stores/Purc./File /Dispatch/23-24/

Date: 13.10.2023

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of Director, ICMR-National Institute of Cholera & Enteric Diseases, Kolkata so as to reach this office by 20th October 2023 with regard to preparing files with ICMR-NICED logo. Following is the scope of work:


Sl. No.	Item	Status	Quantity
01	Cover File 12' X16' as per specification	With ICMR-NICED logo	50 nos.
02	File 10'X13.5' as per specification	With ICMR-NICED logo	150 nos.

Interested vendors are requested to kindly visit our office premises on any working days within the below mentioned time before submitting the final quotation. The quotation titled as "**QUOTATION FOR PREPARING FILES WITH ICMR-NICED LOGO, ICMR-NICED, KOLKATA**" addressed to the Director, ICMR-NICED, Kolkata should be dropped at the Tender box placed at 1st Floor of NICED-I Building latest by 20th October 2023 03:00 pm. The last date may be extended subject to requirement. The quotation received will be opened on the same day.

Kindly note that all the above mentioned items to be supplied have to be of mentioned quality. This is a **comprehensive tender enquiry** and no extra cost would be borne by ICMR-NICED after the issue of Work Order if the work is found unsatisfactory.

Terms and Conditions:

1. The Director, ICMR-NICED reserves the right to accept or reject the quotations without assigning any reasons thereof.
2. 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.
3. No advance payment will be made. The payment will be made on rendering the services availed and satisfactory report of the end user(s).
4. No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made. However, GST as per rules will be permissible.
5. While submitting the quotations the rate against each work and net amount to be paid, GST etc. should be specified separately.
6. ICMR-NICED, Kolkata does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full.
7. Please ensure that the supply is as per requirement.


Store in-Charge

NOTE: For any clarification, you may visit our office during working hours from **Monday – Friday between 10:00 a.m. – 5:00 p.m. in Stores Section**, ICMR-NICED, P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010 before submitting the quotation.