



# INDIAN STATISTICAL INSTITUTE.

203 Barrackpore Trunk Road  
Kolkata 700108

**Tender ID No.: DO/2021-22/0925**

**Date: 10.02.2022**

## NOTICE INVITING TENDER

Tenders are invited from interested suppliers for procurement of the following :

Sl No	Item Description	Quantity
1	Two pocket Rexine (10"X12") folder file with printing (As per our specification) Please visit Dean's office for physically product display purpose)	400 pcs

**ESTIMATED TENDER VALUE: Rs. 60,000/-**

**Last Date of Submission of Bid: 18.02.2022 (2:00 PM)**

**Delivery within 7 days on Purchase Order**

**Your quotation shall comprise Price Bid only.**

**Price bid must be submitted in envelope labeled clearly as " Price Bid" respectively superscripted with the following.**

**Tender Enquiry No.: Dean/2021-22/0925    Dated: 10.02.2022    Due on: 18.02.2022(2 P.M)**

Quotation must be sent in sealed cover either by post or hand delivery to the following address within the deadline mentioned above:

Dean of Studies  
Indian Statistical Institute  
203, B.T. Road  
Kolkata 700108.

The quotation will be considered as cancelled if the documents required for the two bids are not submitted in the correct envelopes.

**In case the bidder is not a registered supplier of ISI, copies of the following documents must be attached with the Technical bid:**

- i) GST Registration Certificate
- ii) Trade License

An UNDERTAKING about the unconditional acceptance by the bidder of Terms and Conditions as stipulated in the attached document is to be submitted along with the technical bid, in the specified format.

Bids not submitted in the specified format or not accompanied by the requisite undertaking are liable to be rejected.

General Terms and Conditions as well as formats for submission of bids are mentioned in the attached document.

*D. Sengupta*  
(Debasis Sengupta)  
Dean of Studies  
Indian Statistical Institute  
Kolkata.

Name of the Contact Person: Anjan Mookherjee

Contact No.: 033-2575-2072

e-mail id: [anjan@isical.ac.in](mailto:anjan@isical.ac.in)

**UNDERTAKING BY THE TENDERER  
FOR  
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

(On the letterhead of the Bidder)

Ref: e-Tender ID No: \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

I/We undertake that I/we have carefully gone through the Notice Inviting Tender, other tender documents mentioned therein, and I/we will abide by them. We also agree to accept corrigendum/corrigenda that may be published in future. My/our tender is offered taking due consideration of all factors, and if the same is accepted, I/we promise to abide by the stipulation of the tender documents, and complete the work to the total satisfaction of the \_\_\_\_\_ <Name of the Indenting Unit/Section>, Indian Statistical Institute, Kolkata - 700108.

My/our offer will remain valid for 30 days from the date of opening of tender.

I/we further undertake that the information submitted in this tender is true and correct in all respects and I/we hold my/our responsibility for the same.

I/We also certify that the price being quoted is lower than Maximum Retail Price (MRP) / Original Equipment Manufacturer (OEM) Price, whichever is applicable.

I/we shall be responsible for rejection and/or cancellation of contract if the goods supplied are not up to the mark. I/we shall be liable for legal proceedings if the material supplied is found sub-standard or not in accordance with the specification published in the tender.

**Signature of the Tenderer with seal & date**

**Name of the Tenderer:**

**Postal Address:**

**Mobile Number:**

**Landline Number:**

**Email ID:**

## GENERAL TERMS AND CONDITIONS RELATED TO SUBMISSION OF BIDS

### 1. Penalty for suppression/ distortion of facts

Submission of false document(s) by vendor is strictly prohibited and may be liable for civil and criminal action.

### 2. Validity of the tender

Offer must remain valid for 30 days from the date of opening of the price bid.

### 3. Payment terms

All rates should be quoted in INR only. Offer in any other currency will be rejected. Bids containing clauses like "Rates are subject to exchange rate fluctuations" will be rejected.

Payment will be made after satisfactory receipt of goods and installation, commissioning, testing and completion of all contractual obligations. Partial payment against partial supply within scheduled delivery period will not be admissible.

### 4. Tender Submission

Suitable arrangements for receipt of the sealed tenders during the submission period through conspicuously located tender boxes in the procuring unit/section should be ensured. In case of bulky tender documents, there should be provision in NIT for submission of bids to designated officials by hand.

#### FORMAT OF BIDS

A.

- (i) The rate is to be quoted in INR only
- (ii) Any overwriting will make the quotation liable to be rejected
- (iii) The bidder shall submit rate in the following format:

Tender Enquiry No -				Date of Tender Notice		
Sl No	Item Name	Quantity	Unit Price (excluding of GST)	GST	Unit Price (all inclusive)	Total Price (all inclusive)
1						
2						