



## GENERAL INSTRUCTION AND TERMS & CONDITIONS

1. Submit the quotation for the above mentioned items in a sealed envelope, to the Purchase Section / Tender Box within **10.11.2020** between 10 am to 2 pm addressed to 'The Director, NILD, B.T.Road, Bon-Hooghly, Kolkata – 90' with the word "**Fixing and fitting of Zebra Vertical blinds with fixing panel & Curtains for EI & IU unit of NILD, Kolkata** along with tender enquiry no. EI & IU-2717/OT/2019/NILD/H dated 21.10.2020 boldly super scribed on the top of the envelope.
2. Quotation should be enclosed with complete details of the items.
3. **Work should be completed within 10 days after receiving of valid PO.**
3. Copy of latest and valid Trade license, Income Tax, GST / Sales Tax Clearance certificate Pan card etc all in the name of the firms should be submitted along with quotation.
4. The price / rates for the item quoted must be valid for **03 months.**
5. Any other relevant information that the bidder may like to furnish so as to add the credibility, financial solvency client list and past performance of the bidder.
6. Any delay in supply will attract Liquidated damage as per General Financial Rules of GOI.
7. The bidder should provide the complete details of Bank Account like Name of the account holder, Account No., Name of the Bank and Branch, IFS code for online transaction.
8. Rate should be quoted as per given format:-

Sl No	Name of the items	QTY	Specification	Unit Rate	GST	Unit price with GST
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Thanking you

Yours faithfully

Officer-In-Charge  
Material Management