

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
INDIAN INSTITUTE OF REMOTE SENSING  
IIRS  
DEHRADUN  
PURCHASE & STORES  
INVITATION TO TENDER**

Ph No: 0135 - 2524317  
Fax 0135 - 2528041  
Email: pns@iirs.gov.in

Date :02/11/2013

M/s

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Our Ref No : GIPP 2013-000364-01

Tender Due: 15:00 Hrs IST on 21/11/2013

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets / literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure( Form No: )

S.No.	Description of Items with Specifications	Unit	Quantity
1	Printing, Binding and supplying of Complaint Book as per sample enclosed. Size of Book: 26.8 cm x 20.8 cm, Colour: Yellow	Nos.	100


**DELIVERY AT:** IIRS

**MODE OF DESPATCH** DOOR DLVRY

**DUTY EXEMPTIONS**

**SPECIAL INSTRUCTIONS** NIL

**SPECIFIC TERMS**

  
V.V. NARAYANAN KUTTY  
PURS. & STORES OFFICER  
For and on behalf of the President of India  
The Purchaser

o/c

**Terms & Conditions:**

1. Material should be delivered & installed at IIRS
2. Payment will be made within 30 days from date of receipt of supply and acceptance of the material for orders value upto Rs.2.0 lakhs.
3. We cannot furnish Form C/D. Please indicate the applicable percentage of Trade tax / VAT in your quotation, if applicable. Otherwise the quoted rate will be considered as inclusive of all taxes.
4. Clearly mention the Make / Brand of the item in your quotation. Please enclosed the Authorization Certificate from the principal of the quoted Make / Model along with the quotation.
5. Also clearly mention the exact delivery period and validity of your offer shall be min 60 days.

CMD/IIRS
BOOK No :
Sl. No :
Date :
Time :
Location of complaint :
Complaint received :
Time :
Complaint forwarded to :

Book No :	INDIAN INSTITUTE OF REMOTE SENSING CONSTRUCTION & MAINTENANCE DIVISION		Date :
Sl. No :			Time :
Nature of Complaint	COMPLAINT BOOK		
	Civil/ Electrical/ AC/ UPS		
Location of Complaint	Building/ Qtrs No :	Room No :	
Details Of Complaint :	Sign : ..... Name : ..... Tel. No : .....		
Complaint received by	Details of complaint attended :		
Complaint attended by			
Acknowledgement of user	Details of material used		
Signature :	(Engineer)	(Supervisor)	(Field Staff)
Date & Time :			

(use overleaf for further office use)