

Army Institute of Management
Plot No III-B/11
Major Arterial Road
Action Area III
New Town, Rajarhat
Kolkata – 700156

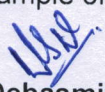
16 Nov 2024

AIM/Aca/Souvenirs/10

CALL FOR QUOTATION FOR PURCHASE OF SOUVENIR FOR CORPORATE OFFICIALS

Dear Sir/Madam,

1. Sealed quotation is invited from the reputed vendors for the purchase of **200** No souvenirs for Corporate Officials during the Final Placement drive and SIP.
2. 200 quantities souvenir as per details given below are required and photographs sample for the each items are enclosed herewith:-
 - (a) Diary as shown in the image (i.e one Pen, one writing pad, 2 x Pencil, one eraser, one sharpener, one small scale and one sticky pad).
 - (b) Metal Key Chain.
 - (c) Card Holder.
3. All three items would be packed in a Hard Paper Box. Before submitting your quotation, it is recommended that you visit the AIMK to gain a better understanding alongwith the sample of the items.
4. Interested vendors are invited to submit their sealed quotations on the company letterhead, including specifications, cost and GST charges (if applicable). Please address the quotation to The Presiding Officer, AIM Kolkata, Board for purchase of 200 Nos souvenir and place it in the Tender Box located at the reception of AIMK Rajarhat, New Town Campus. Ensure that the tender will be submitted in the tender box kept at reception area of Administrative Block on the address mentioned above by **1000hrs** on **25 November 2024**. Bids would be opened at **1100hrs** on **25 November 2024** in the office of the Registrar / Presiding Officer, Army Institute of Management, Kolkata strictly in the presence of vendors/authorised representative. Bidders or their authorised representatives are welcome to be present on the date of tender opening. Kindly include your point of contact and mobile number on the bottom left corner of the envelope for any clarifications.
5. Photocopies of the following documents should be attached with the quotation:-
 - (a) Details of registration/Trade License.
 - (b) PAN/TAN Card.
 - (c) GST Registration Certificate.
5. One institute logo is enclosed. The exact customisation can be decided once the actual copy is made available. The size of the logo can be decided post production of sample of the items.


(Ms. Debasmitta Sarkar Dhar)
Presiding Officer

Enclosures : (As above)