



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
HOWRAH – 711103 : : WEST BENGAL**

TENDER NOTICE

Advt.No. FE/D(AA)/18/26 Dated: 09.02.2018

Sealed tenders are invited for supply of **1.** 850 nos. of Cover file (Special quality A4 file), **2.** 45 nos. of Cover file (Executive quality file) - for **20th Convocation of the Institute (4th Convocation of IEST, Shibpur), 2018 to be held on 04th March , 2018** from the bonafide **vendors/suppliers/dealers**. For details visit our website www.iiests.ac.in. Last date of submission is **22nd February, 2018**.

Registrar



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
HOWRAH – 711103 : : WEST BENGAL**

FOR WEBSITE

Notice Inviting Tender

Sealed tenders are invited from the bonafide **vendors/suppliers/dealers** for supply of **1. 850 nos.** of Cover file (Special quality A4 file), **2. 45 nos.** of Cover file (Executive quality file) to be awarded in the **20th Convocation of the Institute (4th Convocation of IEST, Shibpur), 2018 to be held on 04th March , 2018.**

The Tender Forms with necessary specifications is available from the Office of the Registrar from **FE/D(AA)/18/26 dated 09.02.2018**, on all working days between 11.00 a.m. to 5.00 p.m. The last date of submission of completed tender with earnest money to the said office is 3.00 p.m. on **22.02.2018**.

Cost of tender document is Rs.500/- to be paid by Banker's Cheque/DD drawn in favour of Registrar, IEST, Shibpur. The Institute reserves the right of selection. For details visit our website www.iests.ac.in.



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Advt.No. FE/D(AA)/18/26 Dated: 09.02.2018

Name of Tender: **Cover File (Special quality A4)- for distribution of certificate to the students, Cover File (Executive quality).**

1. Name of the Firm :
(in block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership /Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
7. Trade Licence No. :
8. Sales Tax No. :
9. GST No. :
10. Demand Draft of Rs. 500/- Number:_____ Dt. _____
Bank : _____ Branch : _____
11. Demand Draft of Rs. 5000/- for EMD : Number: _____ Dt. _____
Bank : _____ Branch : _____
12. Quoted rate : (should be rate per unit)
(use separate sheet, if required)



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,
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Terms & Conditions :- (For items **1.** 850 nos. of Cover file (Special quality A4 file), **2.** 45 nos. of Cover file (Executive quality file).

1. Quotations are to be submitted as per above mentioned format.
2. All rates quoted should be inclusive of all taxes, levies & duties. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at later stage will not be entertained.
3. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should specifically indicated.
4. The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the institute shall be final in case of any dispute.
5. The items should be supplied within 7 days of issuing of final order.
6. Any complain regarding supplied items shall be addressed within 7 days of the order date. A DD of Rs. 5000/- as EMD in favour of “ Registrar, IEST Shibpur” payable at Kolkata has to be submitted by the vendor/ suppliers, without which quotation will be summarily cancelled. The EMD of the unsuccessful vendors will be refunded. The EMD of the successful vendor will be converted as security deposit and will be refunded after successful completion of the work.
7. A DD of Rs. 500/- in favour of “ Registrar, IEST Shibpur” payable at Kolkata has to be submitted along with the tender.
8. Materials and accessories supplied/used should be as per specification and of Approved quality(B.I.S.) or by the authorized Officer of IEST, Shibpur.
9. The materials are to be supplied/ delivered at the Institute Campus. The Institute closed at 6.30 p.m. after which no delivery can be accepted.
10. The work should be completed within stipulated period as indicated in the Work- order. A liquidated damage @ 1.2% per week or part thereof will be imposed, subject to maximum of 5% of the value of work-order.
11. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
12. The Order No. is to be noted on both challan & bill.
13. All bills are to be accompanied by order copies and challans as received.
14. Payment will be made within 30 days of submission of proper bills, challans etc. by A/c payee cheque, no cash payment will be made under any circumstances.
15. Last date of Submission 22nd February, 2018.

Registrar

I/ We accept the above terms and conditions and I do hereby undertake that I shall abide by all the rules and regulations of the Institute and also understand that in case of any dispute, the decision of the Institute shall be final.

Date:

Signayure of Partner/Proprietor with seal

Note: Must enclose attested copy of Trade licence/ sales tax/ pan card/ p tax/GST certificate and other documents etc. with the application.