



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103, WEST BENGAL

Advt. No. COA-NIASA TENDER/002/16-17

Date: 17/08/2016

The Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur invites sealed quotations from reputed vendors for Supply of Mementoes for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016 on or before August 30, 2016, in the Office of the Head, Department of Architecture, Town and Regional Planning, in the Indian Institute of Engineering Science and Technology, Shibpur Campus.

Last date for submission of quotation to the office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur, is 22nd August, 2016. For details visit the institute website (www.iiests.ac.in). Quotations are to be submitted at the Office of the HOD, Arch latest by 5 PM on 22.08.2016.

Head
Department of Architecture, Town and Regional Planning

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103, WEST BENGAL

NOTICE INVITING TENDER

Sealed quotations are invited from reputed vendors on behalf of Department of Architecture, Town and Regional Planning, IEST, Shibpur for Supply of Mementoes for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016 on or before August 30, 2016, in the Office of the Head, Department of Architecture, Town and Regional Planning, in the Indian Institute of Engineering Science and Technology, Shibpur Campus.

NAME OF WORK: Supply of mementoes for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016, hosted by the Department of Architecture, Town and Regional Planning, to be held in IEST, Shibpur during September 1-3, 2016.


TYPE OF WORK: Supply of mementoes for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016 at IEST Campus.

LAST DATE AND TIME FOR RECEIVING THE BIDS: 22.08.2016 at 5 PM in the Office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur.

DATE AND TIME OF OPENING OF BIDS: 22.08.2016 at 5:30 PM at the same venue.

REQUIREMENTS AND SPECIFICATIONS: As indicated in Table 1 below:

TABLE 1

Sl. No.	Description of Items	Quantity	Price per unit
1.	<p>13"x9" memento with a dokra panel at the centre, with off-white/cream background on all four sides and decorative dark frame as in the picture below.</p>  <p style="text-align: center;">13"</p>	10	

Instructions to Bidders

1. The successful bidder will be expected to complete the works by the intended completion dates specified above.
2. **Qualification of the bidder:** The bidder shall provide qualification information which shall include :-
 - (a) (i) Copy of the up to date Income Tax return submitted to the concerned I.T.O
 - (ii) Copy of PAN Card, VAT Registration Certificate and Valid Service Tax Registration as applicable
 - (b) (i) Valid trade license.
 - (c) Report on his financial standing; and
 - (d) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.

3. Bid Price

- a) The contract shall be for the whole works as described in the Requirements and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) The bidders are required to quote their rates, both in digits and in words.
- c) All duties, taxes and other levies, payment to persons at delivery counters payable by the bidder under the contract shall be included in the total price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The rates should be quoted in Indian Rupees only.

4. Submission of Quotations

4.1 Each bidder shall submit only one quotation.

4.2 The quotation submitted by the bidder shall comprise the following:-

- (a) Quotation in the format given in Annexure 2.
- (b) Priced Bill of Quantities duly signed by the bidder; and
- (c) Qualification information form given in Section 2 duly completed.
- (d) **Bid security of Rs 1500/- (Rupees One thousand five hundred only)** in the form DD/Pay order/Banker's cheque in favour of "Registrar, IEST, Shibpur" payable at Howrah, without which quotation will not be considered.

4.2.1 Bid Security:

- a) The Bid Security shall have to be valid for a period not less than 45 days after the deadline date specified for submission.
- b) The Bid Security of the unsuccessful bidders will be returned within 28 days of the end of bid validity period specified in Clause no 6

4.3 The bidder shall seal the quotation in an envelope addressed to "The Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103".

The envelope will also bear the following identification: -

Quotation for: Supply of Mementoes for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016, hosted by the Department of Architecture, Town and Regional Planning, to be held in IEST, Shibpur during September 1-3, 2016.

"Do not open before 1730 hours dated August 22, 2016 (time and date of quotations opening.)"

4.4 Quotations must be received in the office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 latest by the specified time and date.

4.5 Any quotation received by the office of the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

6. Opening of Quotations

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of "the Head, Department of Architecture, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103."

7. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

8. Evaluation of Quotations

The The Department of Architecture, Town and Regional Planning authority will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 3 above;
- (b) contains the bid security as specified in clause 5.3 above;
- (c) are properly signed ; and
- (d) conform to the terms and conditions and specifications without material deviations.

9. Award of contract

The The Department of Architecture, Town and Regional Planning authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria and provided the bid security.

9.1 Notwithstanding the above, the The Department of Architecture, Town and Regional Planning authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

9.2 The bidder whose bid is accepted will be notified of the award of contract by the The Department of Architecture, Town and Regional Planning authority prior to expiration of the quotation validity period.

Head
Department of Architecture, Town and Regional Planning

QUOTATION

To,
The Head,
Department of Architecture, Town and Regional Planning
Indian Institute of Engineering Science and Technology, Shibpur,
Howrah-711103

Subject: **Submission of quotation for "Supply of Mementoes for the Zonal Jury of the COA-NIASA UG Thesis Awards 2016, hosted by the Department of Architecture, Town and Regional Planning, to be held in IEST, Shibpur during September 1-3, 2016."**

Reference: Advt. No. COA-NIASA TENDER/002/16-17 dated 17/08/2016

Dear Sir/Madam,

I/We offer to execute the works described in tender no referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of Rs. _____ [in figures]**
Rs. _____ [in words]**

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the Instructions to Bidders.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature:

Date: _____


Name & Title of Signatory: _____

Name of Bidder Address: _____

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this form.

Note: the Bidder shall attach duly priced and duly signed Bid offer as shown in Annexure-2 of this Tender Document.

BID OFFER

Sl. No.	Description of Items	Quantity	Price per unit	Taxes as applicable	Total Price
1.	<p>13"x9" memento with a dokra panel at the centre, with off-white/cream background on all four sides and decorative dark frame as in the picture below.</p> 	10			

Authorized Signature: _____

Date: _____

Name & Title of Signatory: _____

Name of Bidder Address: _____