

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY  
SHIBPUR, P.O. Botanic Garden  
(Formerly Bengal Engineering And Science University)  
HOWRAH (West Bengal, India)-711103.**

ADVT No. RJ-16/03

Date:-29.01.2016

Sealed quotation are invited from bonafide Contractor's , for Venue branding work for 2 nd. Annual Convocation of IEST, Shibpur to be held on 4 th. March, 2016.. Sealed quotation should be dropped in the drop box at the Office of the Registrar between 11.00 a.m to 1.30 p.m on 16.02.2016. Opening of the bid will be on 16.02.2016 at 3.30 p.m.

Registrar  
IEST, Shibpur.

Copy To: 1.To be displayed on the Institute Website  
2. All Notice Board

*Indian Institute of Engineering Science and Technology, Shibpur*  
Howrah-711 103

**Name of Tender:** Venue branding work for 2 nd. Annual Convocation of IEST, Shibpur to be held on 4 th. March, 2016.

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. Demand Draft of Rs.2,500/- for EMD : Number : Dt\_\_\_\_\_
- Bank : \_\_\_\_\_ Branch \_\_\_\_\_
10. Quoted rate:  
(Use separate sheet, if required)

**QUOTATION FOR THE WORK OF: Venue branding work for 2 nd. Annual Convocation of IEST, Shibpur.**

Sl No	Description of items of work	Unit	Quantity	Rate (Rs.)	Amount
1	Backdrop with flex mounting	Sq. ft.	480.00		
2	Box pillar gate with flex mounting	Sq. ft.	512.00		
3	Institution Name flex mounting at main building	Sq. ft.	152.00		
4	Institution Name flex mounting at main gate	Sq. ft.	80.00		
5	Branding at structure with flex Mounting	Sq. ft.	40.00		
6	Eco solvent vinyl with pasting on 2 mm. Sun board	Sq. ft.	32.00		
7	Eco solvent vinyl with pasting on 2 mm. Sun board	Sqft.	96.00		
8	Eco solvent vinyl with pasting on 4 mm.Acrylic board	Sq. ft.	32.00		
9	Acrylic name plate along with name tag	nos.	31.00		
10	Laying of carpet with pating and carrying	LS	900.00		
11	Fitting of Institute Name batten structure at Main building	LS			
12	Flower decoration at the main stage	LS	1.00		
13	Flower decoration with Iron structure at the Entrance	Nos.	2.00		
14	Sigle rose	Nos.	600.00		
15	Flower basket / Bouquet	Nos.	55.00		
16	Flower garlands for the Idols	Nos.	8.00		
17	Plants to be placed at the Pathway of the Procession	Nos.	300.00		
18	Washing of Idols	L.S	LS		
19	Miscelleneous printing	Nos.	82.00		
<b>Total</b>					
<b>Amount in words Rupees</b>					

To  
The Registrar  
IEST, Shibpur  
Howrah-711103

I/WE agree to execute the work in accordance to requirement at the above quoted items rates for a total price of Rs----  
----- (Rupees )

Authorized Signature:----- Dated:- Address:-

Name & Title of Signatory:

Name of the bidder and Seal:

*Notes: 1) Quantities mentioned in the B.O.Q are as per estimate. Actual quantities may vary according to the requirement at site; payment will be made on pro-rata basis on actual executed quantity.*

*2) The bidder is advised to visit the site of work at his own expense and obtain all information that may be necessary for preparing the quotation. The Bidder enclosed attested copy of Trade License/Sales Tax/Pan Card/ P Tax certificate and completion certificate of similar work and other document etc with the application.*

**Terms & Conditions:-**

1. To qualify for award of the contract the bidder should have satisfactory completed at least one similar work .
2. Quotation are to be submitted as per above mentioned format.
3. 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.
4. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
5. 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.
6. **The work must be completed by 10 A.M on 3<sup>rd</sup> March 2016 to enable the rehearsal. Dismantle the Installation after 11 P.M of 4th March 2016.**
7. A DD of Rs. 2,500/- as EMD in favour of “Registrar, IEST, Shibpur” payable at Kolkata has to be submitted by the vendor/ supplier, 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 performance security and refund after satisfactory completed the work.
8. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of I.I.E.S.T’ Shibpur.
9. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
10. The Order no. is to be noted on both challan & Bill.
11. All bills are to be accompanied by order copies and challans as received.
12. Payment will be made within 60 days of Submission of proper bills, challans etc. by A/c payee cheque, no Cash payment will be made under any circumstances.
13. Date of submission of quotation is **16.02.2016 up to 1.30 p. m at the Office of the Registrar, IEST, Shibpur.**
14. **Opening on 16.02.2016 at 3.30 pm at the office of the Registrar, IEST, Shibpur.**

**Registrar  
IEST, Shibpur**