

Indian Institute of Engineering Science and Technology, Shibpur
Howrah – 711103, West Bengal, India

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No: 09/REG/16-17

Date: 31.01.2017

Notice

Sealed quotations are invited from the vendors/suppliers/ bonafide dealers for the following items as per details given below. The quotation should be dropped in the drop box at the Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. and 2p.m. to 5.30 p.m. (on Week Days) latest by 9th February, 2017, 15.00 hrs. For further details, contact Dr. Jhuma Ganguly, Department of Chemistry (Mobile no. 9674152990) and Dr. Sukanya Parui, Department of Electrical Engineering (Mobile No. 9433251764).

1. Supply of gowns (preferable different colour) for rent on the occasion of 3rd Annual convocation, 2017 of IEST, Shibpur to be held on 04.03.2017 for the following categories:
 - i. For recipients of distinguished teachers and alumni award and DSc (15nos)
 - ii. For Senate Members (85 nos.)
 - iii. For recipients of B.E./ B.Tech degrees (350 nos.)
 - iv. For recipients post graduate degrees (350 nos.)
 - v. For recipients of PhD degrees (75 nos.)

Terms and Conditions:

1. All quoted rates should be inclusive of all taxes, levies & duties. The rate should be quoted both in figures and words. The rate once quoted shall be final and request for revision of rate will not be entertained.
2. Quotation includes transportation, packing, forwarding and insurance charges. It should be specifically indicated in the tender application.
3. Materials & accessories to be supplied should be strictly as per specification, approved quality (B.I.S.) or as desired by the authorised officer of IEST, Shibpur
4. The materials are to be supplied/delivered at the Institute campus. The Institution closed at 6.30 p.m. after which no delivery can be accepted.
5. No advance payment will be made.
6. The work should be completed within 15 days from receipt of work order.
7. Bills in triplicate should be presented for payment within 15days of supply/ completion of work.
8. The order no. is to be mentioned on both Challan & Bill.
9. All bills are to be accompanied by order copies and challans as received.
10. Payment will be made within 30 days of submission of bills, challans etc. by A/c payee cheque. No cash payment will be made under any circumstances.

Registrar

Copy to:

1. Institution Website.
2. All Notice Board