

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,
SHIBPUR**

P.O.- Botanic Garden, Howrah -711 103

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

ADVT. No.: SE/D(AA)/16/42

Date: 01.09. 2016

Notice Inviting Tender

Indian Institute of Engineering Science and Technology, (IEST), Shibpur, (hereinafter referred to as the "Institute") an Educational Institute of National Importance, invites sealed tenders (single bid system) for the supply of Stationary items, Paints, POL and Computer Peripherals under **Annual Rate Contract** for one year. In this connection, you are requested to submit the best competitive offer for the items as mentioned above and strictly as per the instruction and terms & conditions mentioned in the tender document. The tender document can be downloaded from the Institute website at URL Link: <http://www.iests.ac.in>.

Instructions to Bidders:

1. Bids may be submitted for any or all categories of items.
2. The bidder shall send the sealed quotation superscribing the above mentioned Advt. number and due date and must be addressed to Office of the Dean Administrative Affairs, IEST Shibpur, Howrah, West Bengal 711103. The sealed quotations should reach the Institute, latest by 15 September 2016 by 03:00 PM and it will be opened on same day at 04:00 PM in the Dean (Admin.) Office / Conference Room in the presence of the bidder(s) or their authorized representative(s), present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand only) which is refundable and a non-refundable tender fee of Rs. 500/- (Rupees Five Hundred only) by way of demand draft only. The demand drafts shall be drawn in favor of "Registrar, IEST Shibpur" payable at Howrah.
4. The EMD of the successful bidders shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This amount (Bid Security) will be converted into performance Security money, if rate contract is awarded. Bid(s) received without demand drafts of EMD and tender fees shall be liable for rejection.
In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender. Firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD and tender fee, but these firms have to submit Performance Security money for an amount of Rs.10,000/- (Rupees Ten Thousand only).

5. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed/ Late Bids will not be accepted, at any circumstances.

6. An undertaking may be given that the price being furnished with the proposal will remain valid for the current rate contract.

7. The Annual Turn Over of the firm during last 3 years may also please be furnished (enclose document in support of the claim).

8. The Director of the Institute reserves the right to accept or reject any or all tenders and to cancel the rate contract without assigning any reason.

9. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on us.

10. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will lead to disqualification of the firm.

11. The following documents are required to be enclosed under a letter with index page no. along with the tenders documents, failing which tender papers may not be considered.

a) Valid registration certificate of the firm of the Govt. /State Govt.

b) Valid Trade license in the relevant field of tender

d) Annual Turnover should be minimum of Rs.5.00 Lakhs during last three years, documents of Income Tax return or certified balance sheet of the firm for last three years by the chartered accountant should be submitted.

f) PAN Number with document

g) VAT/CST registration with document

h) For e-payment of bill, Bank Account Number, Name and address of the Bank, and IFSC code number of bank.

12. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of the entire terms& conditions as mentioned in the tender enquiry document.

13. The lowest rate of each of the item will be identified from the quoted prices and the vendors who agree to supply the material on the lowest rate will be enlisted by the institute. The firm shall sign an agreement with us while entering into rate contract

Terms and Conditions of Rate Contract:

1. Supply should be made from the latest batch of production with the manufacturing and expiring date (maximum life period) on original packing. The stores so supplied will have to be of high quality & grade and in the event if are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in IEST, Shibpur.
2. Delivery Schedule: Materials should be door delivered at IEST, Shibpur. Delivery must be made within a period of 7 days from the issue of the order. The liquidated charges @1% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of the ordered value. No extensions of the scheduled delivery or completion dates of supply will be granted except where events constituting force majeure have occurred. Part Supply is normally not acceptable, but may be allowed on genuine cases, on prior written request only.
3. The freight, insurance charges, if any will not be borne by the Institute. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the Institute to make good the loss caused on this account. The firm has to supply the material against any placed order in good condition. If it is received in damaged condition, the firm will be responsible and such items are to be replaced on their cost and risk. IEST Shibpur shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in good conditions only.
4. Delivery should be done as per the ordered specifications. Payment of those items will be released, which are accepted by the Institute, unaccepted items shall be replaced within a week from the date of rejection / information.
5. Entering into Annual Rate Contract does not bind IEST, Shibpur to place any order on the agreed firms.
6. Advance payments are not acceptable.
7. No revision in rate (on higher side) will be accepted during contract period except in case of increase in Govt. taxes.
8. The order will be placed as per requirement irrespective of value of the order.
9. No payment will be made for unsatisfactory supply.
10. The articles should be securely packed to avoid damages etc. in transit.

11. Force Majeure will be accepted on adequate proof thereof.

12. Legal Matter: All Domestic disputes are subject to Kolkata Jurisdiction Only.

DEAN
ADMINISTRATIVE AFFAIRS

ANNEXURE - A

Item list

OFFICE STATIONARY		
Sl. No.	Name of Items	Unit/Qty.
1	Pen(use & throw) Different colours	Per dozen
2	Blue Refill 0.8 mm linc	Per piece
3	Black Refill 0.8 mm linc	Per piece
4	Red Refill 0.8 mm linc	Per piece
5	Double sided Pen(Morison Make)	Per piece
6	Stamp Pad (Faber Castle- blue-110X69 mm.)	Per piece
7	Cloth Duster(24"X24")	Per piece
8	File Cover Binder	Per piece
9	A4 size Xerox Paper (J.K.Copier-75 GSM)	Per ream
10	FS size legal Xerox Paper (J.K.Copier-75 GSM)	Per ream
11	A3 size Xerox Paper (J.K.Copier-75 GSM)	Per ream
12	Arch file Small size	Per Dozen
13	Arch file Big size	Per Dozen
14	Correction Fluid Pen(Artline - 07 ml.)	Per piece
15	Eraser Rubber (Apsara make)	Per dozen
16	Alpin (2.5 cm. long & 100 net wt.)	Per Packet
17	Pin Holder	Per piece
18	James Clip(Bell make)	Per Box
19	Binder Clips (19mm, 25mm, 32mm width)	Per Dozen
20	Metal Clip (3" width)	Per Dozen
21	Pencil Battery(Eveready)	Per Piece
22	Duracell Ion speed 1000 Battery Charger (AA) or similar	Per Piece
23	Fevi Stick (15gm.)	Per Piece
24	Gum tube	Per Piece
25	Calculator(CASIO MJ-120D)	Per Piece
26	File Tag(24 pcs per bundle)	Per Bundle
27	Thread Ball	Per Bundle
28	Two Folder File with IEST Logo printed	Per Piece

29	Four Folder File with IEST Logo	Per Piece
30	High Lighter pen (Luxor)	Per Piece
31	Folder Knife (9mm)	Per Piece
32	Lock (Hidco Make 65mm., 7 Liver) with 2 nos of key	Per Piece
33	Marker Pen (Luxor) or similar	Per Piece
34	Paper Weight	Per Piece
35	Scissors(6"Long)	Per Piece
36	Short Hand Note Book	Per Piece
37	Stepler (Medium- 10 , Kangaro make)	Per Piece
38	Stepler (Big 24/26, Kangaro make)	Per Piece
39	Stepler Pin (No.- 10 , Kangaro make)	Per Pkt.
40	Stepler Pin (No.- 24/26, Kangaro make)	Per Pkt.
41	Dust less Chalk (white and coloured)	Per box
42	Duster	Per Piece
43	Stamp pad ink	Per bottle
44	Cellotape ½" (brown and transparent)	Per roll (big)
45	Cello tape 1" (brown and transparent)	Per roll (big)
46	Cello tape 2" (brown and transparent)	Per roll (Big)
47	Cello tape 2½" (brown and transparent)	Per roll (Big)
48	Sticker Paper (A4 Size)	Per rim
49	Arch file (Plastic coated)	Per piece
50	Punch Machine – Single & Double punch (Kangaroo)	Per piece
51	Dendrite	Per Tube
52	Fevi-quick	Per tube
53	Plastic Bucket (20 litres)	Per Piece
54	Plastic Mug	Per Piece
55	Cotton Jute	Per kg
56	White Board marker pen	Per piece
57	White board marker pen ink	Per bottle
58	Note Sheet (as per sample)	Per 100 nos.
60	Cover file	Per dozen
61	Flat file	Per Dozen
62	Yellow folder	Per Dozen
63	Permanent marker	Per Piece
64	Board pin (Colour)	Per Pkt
65	Stock Register 500 pages(as per sample)	Per Piece
66	Scale (Plastic)	Per Piece
67	Wooden Pencil	Per Piece
68	Pencil Sharpner	Per Piece
69	Plastic Tray	Per Piece
70	Note Sheet (as per sample)	Per Piece
71	Exercise Book binding (Rule-250 page)	Per Piece
72	Exercise Book binding (Plain-250 page)	Per Piece
73	Exercise Book binding (Rule-400 page)	Per Piece

74	Exercise Book binding (Plain-400 page)	Per Piece
75	Exercise Book plain (Rule-250 page)	Per Piece
76	Exercise Book plain (plain-250 page)	Per Piece
77	Exercise Book small(No.-4)	Per Piece
78	Bill for Payment (as per sample)	Per Piece
79	Peon Book (as per sample)	Per Piece
80	Indent Slip Book (as per sample)	Per Piece
81	Envelop with IEST Logo 9"X 4"	Per Piece
82	Envelop with IEST Logo 12"X 6"	Per Piece
83	Envelop with IEST Logo 12"X 10"	Per Piece
84	Window Envelop with IEST logo 9.5"X4.5"	Per Piece
85	Envelop with IEST Logo (A4 +, Cloth)	Per Piece
86	Money Receipt Book (as per sample-100 page)	Per Book
87	Pay Bill (T R Form no.- 18) (as per sample)	Per Piece
Paints and POL		
1	Paint of different colours	Per Litre
2	Castrol Oil (20-40 grade, & 40 grade)	Per Litre
3	Servo Pride Oil (40 grade)	Per Litre
4	Super Servo Oil (20-40 grade)	Per Litre
5	Kerosene Oil	Per Litre
6	Servo Cutting Oil	Per Litre
7	Hydraulic Oil	Per Litre
8	Gear Oil	Per Litre
9	Black Grease & White Grease (Castrol)	Per Litre
10	Bleaching Powder	Per Kg
11	Yentrol Oil (52 grade)	Per Litre
Computer items		
1	Pen drive 8Gb	Per piece
2	Pen drive 16 Gb	Per piece
3	Portable hard disk 500 Gb	Per piece
4	Portable hard disk 1Tb	Per piece
5	DVD	Per box
6	Key Board	Per Piece
7	Mouse	Per Piece
8	Mouse pad	Per Piece
9	Refilling of Toner Cartridge – 36A, 88A, 12A & 80A (HP make)	Per Piece
10	Anti Virus (Quickheal - 10 user for 01 year)	Per set
11	Anti Virus (Quickheal - 10 user for 03 years)	Per set
12	Extension cord	Per Piece

Samples wherever mentioned can be collected from the 5th floor office.

Annexure-B**APPLICATION FORM FOR ANNUAL RATE CONTRACT**

Sr. No.	Vendor Details	
1	NAME & ADDRESS OF THE FIRM/VENDOR	
2	Phone	
3	Fax	
4	E-mail	
5	Contact Person Name	
6	Mobile No.	
7	VAT No. of the Firm (copy attached)	
8	PAN No. of the firm (copy attached)	
9	No. Date & Amount and issuing bank of the DD/EMD	

