



RAMANUJAN CENTRAL LIBRARY

Indian Institute of Engineering Science and Technology, Shibpur

Howrah 711 103, West Bengal, India

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Notice Inviting Quotations

July 11, 2016

Ref. No. L/Q/03/2016-17

Name of the work:

Ramanujan Central Library – Name plate to be fitted fixed in front of the library building above main gate.

Description of work:

Sealed quotations are invited by the Ramanujan Central Library, Indian Institute of Engineering Science and Technology Shibpur, Howrah 711 103 for supplying of 12 inch size identical eight (8) nos. English letters (Letter 'A' – 4 nos. and 'J', 'L', 'M' and 'R' each one no.) as per sample kept in the library and fitting fixing of '**RAMANUJAN CENTRAL LIBRARY**' name plate in front of the library building above main gate. Letters are made of 12 mm. thick solid aluminum plate complete with cutting, polishing and to be painted with colour selected by the appropriate authority. Out of total 23 letters library has 15 letters and 8 identical letters are to be supplied and fitting fixing of all 23 letters. The sample of letter is to be seen in the Office of the Librarian on all working days from 11.00 A.M. to 4.00 P.M.

Each letter will be secured individually from the rear face at least at three points to the base plate/wall with bolts grouted in the wall up to a depth of 2 to 2.5 inch. A uniform clear space, not less than 40 mm. and not greater than 60 mm. are to be maintained between the wall/base and the letters. The whole arrangement shall be such that the letters will maintain true verticality and front faces remain in same vertical plane. All nuts, bolts, washer, distance pieces, fasteners etc., shall be same colour of the letters and are to be rust proof. The rate shall including the cost of making template, tools and tackles, colouring, delivery charges, fitting fixing charges, etc. and all taxes, duties, levies applicable – all complete.

Terms and Conditions:

Quotation is to be kept valid for acceptance for 3 months with effect from the last date of submission of quotation (i.e., from 22nd July 2016) without any modifications in its terms and conditions. Bills in duplicate should be presented for payment within 15 days after the completion of work. No advance is paid for execution of the order. All bills are to be accompanied by copies of purchase order and signed delivery challan. Payment will be made by A/c Payee cheque and no cash payment will be made under any circumstances. All payments are subjected to statutory deductions as and when applicable. Period of execution of work should be within two weeks from the date of purchase order. If the supply/execution is not completed within the stipulated period as indicated in the purchase order a Liquidated Damage @ 0.5% per week will be imposed on the value of purchase order subject to maximum of 5% of the value of work order.

Notwithstanding the above, the IEST Shibpur authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of order/contract.

The quotation should be addressed to **The Librarian, Ramanujan Central Library, IEST Shibpur, Howrah 711 103** and will be accepted in the Office of the Librarian between 11.00 A.M. and 4.00 P.M. on all working days of the Institute on or before 22nd July 2016.

Sd/-

(Dr. H.P. Sharma)
Librarian (Actg.)