

ADVT.for Tender Notice

Institute Website

**DR. M.N. DASTUR SCHOOL OF MATERIALS SCIENCE AND  
ENGINEERING (MNDSMSE)  
AND  
CENTRE FOR EXCELLENCE IN MICROSTRUCTURALLY DESIGNED  
ADVANCED MATERIALS, TEQIP II**

Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103

Tender Advt.No. HPGCSE-2016/01

Dated: 18.03.2016

Sealed tenders are invited by the Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE), Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of materials/services related to organizing the conference on **High Performance Green Composites for Sustainable Environment 2016**.

Tender Documents containing details of the items and terms and conditions may be downloaded from the university website and completed bidding documents are to be submitted to the **Director, Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE), Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103** or dropped into the Tender Box kept in the School **within seven days of publication of this advertisement**.

Enclosed: **Section-I: General conditions and Important Instructions for Bidders.**

**Section-II: Specification of the Items.**

Prof. Amitava Basu Mallick  
Coordinator, TEQIP COE

Prof. Prosenjit Saha  
Convener, Dr. M.N. Dastur School of  
Materials Science and Engineering  
(MNDSMSE)

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Name of Product: - Corporate gift item with customized branding. (Number of product may vary at actual time). Time of Requirement: - 1<sup>st</sup> April 2016.

Actual samples may be shown/ provided as photographs.

1. Memento – About 6 nos.
2. Workshop Folder - 80 no.s
3. Writing Pad- 80 no.s
4. Pen – 80 nos
5. Invitation Card – 200 no.s
6. Badges- 80 no.s
7. Workshop Flex / Banner - 4 no.s
8. Workshop Brochure – 100 no.s

## **SECTION-I: General Conditions and Important Instructions for Bidders**

1. Interested parties/vendors are to download the tender documents with detailed specifications from the institute website ([www.iiests.ac.in](http://www.iiests.ac.in))
2. It is necessary to submit the original tender documents alongwith technical/price bids in sealed envelopes to the **Director, Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE), Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103**, or directly to **Drop** in the **Tender Box** kept in the School at the **sub-library** of Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE).
3. Bidders are to abide by the terms and condition and submit this tender document in original duly signed with acceptance of the terms and conditions.
4. Last date of receipt of tender is **seven days from publication of advertisement up to 3.00 pm**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the sub-library of Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE), on the same day at 3.30 pm. In case the University remains closed on the said date, tenders will be opened on next working day at 3.00 pm.
5. The Price Bid should clearly mention the price including the following:
  - Delivery charges up to IEST, Shibpur, Howrah, including loading and unloading charges.
  - All taxes, duties, levies applicable.
  - Erection, Commissioning and testing charges at IEST, Shibpur site
6. DGS&D rate contract price will be preferred wherever applicable. The University will not issue any C or D form availing for concessional Sales Tax/ VAT. The University will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
7. The equipments are to be supplied at Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE) between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
8. Period of delivery of equipment/ execution of work should be within 6 to 10 weeks from the date of issue 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.
9. Bills in triplicate should be presented for payment within 15 days of supply/ commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
10. Payment will be made on submission of Proper Bills, Challansetc, by A/C Payee Cheque and no cash payment will be made under any circumstances.
11. All payments are subjected to statutory deductions as and when applicable.

12. Tender is to be kept valid for acceptance for 3 months with effect from the last date of issue of the tender without any modifications in its terms and conditions.
13. Documents mandatory to be submitted with the tender:
- Tender Documents, General Conditions and Important Instruction in original duly signed by the Proprietor/ Partner/ Director of the company as a token of acceptance of Terms and Conditions of Tender.
  - OEM certificate/Authorization letter from manufacturer in the name of the **Director, Dr. M.N. Dastur School of Materials Science and Engineering (MNDSMSE), Indian Institute of Engineering Science and Technology, Shibpur** or other international certification, if applicable.
  - Latest Income Tax, Sales Tax, Professional Tax clearance certificates and copy of valid Trade License
  - Bid according to specifications.
  - Certificates and Literature in support of the item.
16. For all equipments the comprehensive warranty period must be mentioned. Calibration/ Test Certificate must accompany along with the equipment. Supply of equipment shall include installation, erection, commissioning and demonstration. Indian Institute of Engineering Science and Technology, Shibpur, Howrah reserves the right to accept/ reject all or any of the bidders without assigning any reason whatsoever.

**I/We accept the above terms and conditions.**

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Signature of vendors with date & Seal

**SECTION-II**  
**DESCRIPTION OF ITEMS**

Registration kits and Memento		
1.	Memento	Glass body with Text to be written Approximate Size: 9 inch by 7 inch by 7 inch Price not to exceed Rs 1200/- per piece
2.	Workshop Folder	☒ Material: Jute ☒ Size: 400mm x 325mm approx. ☒ Steel short zippers ☒ Multiple small compartments. ☒ Soft handle material. Price not to exceed Rs 250/- per piece
3.	Writing Pad	90 gsm paper 30 pages (incl. Cover pages) Portrait Booklet size 5.5 inch by 8.5 “ Cover pages custom printed Saddle stitch binding Price not to exceed Rs 25/- per piece
4.	Pens	Metal polished body ball point pen of make Linc or Cello. May contain Elasto Grip for pressure free writing Price not to exceed Rs 25/- per piece

INVITATION CARD AND OTHERS PRINTED ITEMS		
1.	Invitation Card	6 inch x 4 inch, 200 – 220 gsm.
2.	Badge Printing	Laminated Hanging Badges should adhere firmly and be removed easily. Size: 10 cm x 6 cm, Text color: Black/ Red/ Blue, Background Color(s): White, Border Color(s): Gold/ Blue/ Black,
3.	Workshop Flex / Banner	1 no: 7 ft. x 4 ft. and 3nos: 5 ft x 3ft