

## **Department of Mechanical Engineering**

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

Tender Advt. No.: TFW2016 -01/2016

Date: 28.06.2016

Sealed tenders are invited by the Department of Mechanical Engineering, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of materials/services related to organizing the TEQIP II sponsored “Tribology Frontiers Workshop 2016”.

Tender Documents containing details of the items and terms and conditions may be downloaded from the institute website and completed bidding documents are to be submitted to the **Head, Department of Mechanical Engineering, Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103** or dropped into the Tender Box kept in the Department **within July 12, 2016 (4:00 pm)**.

The intended vendors are requested to display samples of above items on July 12, 2016 at 4:15 p.m. at the Seminar Hall, Mechanical Engineering Department.

For further clarification, please contact Prof. Santanu Kumar Karmakar (9831145516).

Enclosures: **Section-I: General Conditions and Important Instructions for Bidders.**

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

**Prof. Bijan Kumar Mandal**  
**Professor and Head,**  
**Department of Mechanical Engineering**  
**IEST Shibpur**

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Name of Product: -

(Number of product may vary at actual time). Time of Requirement: - on or before 28/07/2016 at 12 noon. Decorative flowers and flower bouquet to be supplied during August 02-03, 2016. Actual samples may be shown/ provided as photographs.

- 1) Pen – 140 nos.
- 2) Writing pad – 140 nos.
- 3) ID card – 100 nos.
- 4) Workshop kit bags – 140 nos.
- 5) Bag for speakers & dignitaries – 15 nos.
- 6) Mementos for speakers & dignitaries - 15 nos.
- 7) Certificates printing – 90 nos.
- 8) Printing of course materials – 100 nos.
- 9) Invitation card – 100 nos.
- 10) Flex – 3 nos.
- 11) Flower bouquet and decorative flowers – requirement would be estimated after visiting the Conference Hall

## **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 along with technical/price bids in sealed envelopes to the **Head, Department of Mechanical Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103**, or directly to **Drop** in the **Tender Box** kept in the Department.
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 **July 12, 2016 (4:00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Office of the Head of the Mechanical Engineering Department, on the same day at 4:15 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at 4:00 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 Institute will not issue any C or D form availing for concessional Sales Tax/ VAT. The Institute will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
7. The equipments/goods are to be supplied at the Department of Mechanical Engineering, Indian Institute of Engineering Science and Technology 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 two 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, Challans etc, 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.
- 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.

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

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Signature of vendors with date & Seal

## Section-II: Specification of the Items

SL No	Item Name	Description
1	Pen	Waterproof Gel Pen super smooth needle with pointed tip
2	Writing pad	7" × 10"; about 30 pages; spiral binding; name of the workshop to be printed
3	ID card with printed holder	Card with general print of name, designation and organization
4	Workshop kit bags	Sample is available at office of Mech. Enng. Dept.
5	Bags for speakers & dignitaries	Sample is available at office of Mech. Enng. Dept.
6	Mementos for speakers & dignitaries	Model is available at office of Mech. Enng. Dept.
7	Certificate printing	On A4 size 300 gsm paper; colored digital print with individual participant's name
8	Printing of course materials	A4, normal 100 gsm paper, cover hard glossy paper including hard binding. Approx 100 pages containing ~15 color pages
9	Invitation card	5" × 7"; with both side print & printed envelope
10	Flex	Size: 5' × 10' and 4' × 6'
11	Flower bouquet and decoration of conference hall with flowers	Conference Hall may be visited before submitting the quotation