

**Global Initiative of Academic Network (GIAN)
Indian Institute of Engineering Science and Technology, Shibpur
Howrah-711 103**

Notice Inviting Quotations

Sealed quotations are invited for the supply of **(i) one Notebook and (ii) one Printer** as per the following technical specifications. The relevant bidding document can be downloaded from the Institute Website.

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).
2. It is necessary to submit the original tender documents along with technical/price bids in sealed envelopes addressed to the Local Co-ordinator, GIAN, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103, submitted in the office of the Civil Engineering Department (within the tender box provided).
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 after 07 working days followed by advertisement in the Institute website. Tenders received late will not be accepted under any circumstances.
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. The equipments are to be supplied at the Civil Engineering Department, 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.
10. Period of delivery of equipment/ execution of work should be within 7 days from the date of issue of Purchase Order.
11. 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.
12. 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.
13. All payments are subjected to statutory deductions as and when applicable.

14. Tender is to be kept valid for acceptance for 30 days with effect from the last date of issue of the tender without any modifications in its terms and conditions.

15. 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.

16. For all equipments the comprehensive warranty period must be mentioned. Supply of equipment shall include installation, 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.

Signature of vendors with date & Seal

SECTION II: TECHNICAL SPECIFICATIONS

(i) Notebook ASUS EeeBook X205TA with Windows 8.1 or higher
Warranty: 3 years

(ii) HP LaserJet M1005 Multifunction Printer (CB376A)
Warranty: 3 years