



**DEPARTMENT OF CIVIL ENGINEERING, INDIAN INSTITUTE OF ENGINEERING
SCIENCE AND TECHNOLOGY, SHIBPUR HOWRAH – 711 103**

**GENERAL CONDITIONS (GC) AND IMPORTANT INSTRUCTIONS FOR
TENDERERS / BIDDERS / SUPPLIERS**

Project code: DRC/UNICEF/CE/AG/017/15-16

1. Tender Documents with technical specifications and price details are to be submitted in sealed envelopes addressed to the **Dr. Anirban Gupta, Professor, Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur, P.O. - Botanic Garden, Howrah, West Bengal, Pin – 711103, INDIA.** The sealed envelope should be inscribed with the Ref. along with the bidders' name and address.

2. **Tenderers are to submit the quotations in original after accepting the terms and conditions.**

3. **Last date of receipt of tender by IEST, Shibpur is the 7th day from the publication of advertisement**

Tenders received late will not be accepted under any circumstances. Tenders will be opened in the **Seminar Hall, Department of Civil Engineering, IEST, Shibpur, on the same day at 4.00 pm.** In case the Institute remains closed on the said date, tenders will be opened on next working day at 4.00 pm.

4. Materials and Accessories supplied should be as per specification and finally approved by authorized officer of Indian Institute of Engineering Science and Technology (IEST), Shibpur.

5. The Price Bid should clearly mention the following:

❖ All taxes

Inclusion of statutory payments at a later stage will not be accepted. Central Excise Duty Exemption Certificate will be issued, if required.

6. The materials are to be supplied within 15 **days from the date of placement of order at IEST, Shibpur** between 11.00 am and 4.00 pm from Monday to Friday except holidays. The supplier will be responsible for any breakage, damage or defect in the equipment detected subsequently. Type and quantity of any item may vary according to the decision of the appropriate IEST authority.

7. If the supply is not completed within the stipulated period as indicated in the Tender/ Work Order a Liquidated Damage @ ½ % per week will be imposed subject to 5% of the value of Work Order.

8. Bills in triplicate should be presented for payment within 7 days of supply/ completion 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.

9. 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.

10. All payments are subjected to statutory deductions as and when applicable.

11. Tender is to be kept valid for acceptance for 60 days w.e.f. the last date of submission of the Tender without any modifications in its terms and conditions.

12. Documents to be submitted with the tender:

- Tender Documents, General Conditions (GC) 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, Pan Card.

Indian Institute of Engineering Science and Technology (IEST), Shibpur, Howrah reserves the right to accept/ reject all or any of the tenders without assigning any reason whatsoever.

I/We accept the above terms and conditions.

Signature of the Tenderers/ Bidders / Suppliers with date and seal

Detail Specification and Item Description

Sl. No.	Item Description
1.	Cotton cap for primary school children with print (as per specimen), approximately 200 pieces
2.	Printing of leaflet on 250 gsm oily paper, both side digital print, size of paper 147 mm X 217 mm , approximately 6000 pieces.
3.	Printing of designed FLEX (STAR FLEX) of a size 5' x 3' , approximately 30 pieces

N.B.

- The materials are to be delivered at IEST, Shibpur.
- The prices for a single piece may be quoted instead of price for the bulk items.
- Dr. Anirban Gupta, Professor of Civil Engineering, IEST Shibpur may be contacted for drawings/sketch/photo/specimen of any of the items.

Dean (R & D)

(A. Code DRC-T099/15-16)