

**Advt. No. AU/D(AA)/16/37**

Department: ELECTRICAL ENGINEERING

Receipt No.....

Dated.....

Indian Institute of Engineering Science and Technology, Shibpur  
HOWRAH – 711 103

**TERMS & CONDITIONS**  
**AND**  
**IMPORTANT INSTRUCTIONS FOR TENDERERS**

1. Tenderers are to download tender documents with technical specifications for all tendered items (list enclosed) from Institutes web site, <http://www.iests.ac.in/>.
2. Tenderers are to submit the tenders in a large sealed cover super-scribing the Tender No, Date, Item No(s) and it should be quoted in two parts **(i) technical and (ii) financial bidding in two separate sealed envelop** as per the rules of the Institute and to be submitted in the Electrical Engineering Department for which rates have been quoted.
3. The last date of receipt of tenders is **14th Sept, 2016 up to 3.00 p.m.** Under any circumstances late receipt of tender will not be entertained. Tenders will be opened on **14th Sept. 2016 at 3.30 p.m.** in the Electrical Engineering Department.
4. Materials & Accessories supplied should be as per specification (Annex-I) and finally approved by the authorised Officer of the Indian Institute of Engineering Science and Technology, Shibpur.
5. The price quoted should include of all taxes, duties and levies. Inclusion of Tax/Levy at a later stage will not be accepted.
6. The materials are to be supplied at a place within Indian Institute of Engineering Science and Technology, Shibpur premises, between 10.00 a.m. and 4.00 p.m. from Monday to Friday except holidays. The tenderer will be responsible for any breakage, damage or defect in the equipment detected subsequently.
7. If the supply is not completed within the stipulated period as indicated in the Work Order, Liquidated Damage @ ½ per cent per week will be imposed subject to maximum of 5% of the value of work order.
8. Bills in triplicate should be presented for payment within 15 days of Supply/Completion of work. No advance payment can be made. **All bills are to be accompanied by order copies and challan receipt(s)**. The order number is to be noted on both the challan and the bill.
9. Payment will be made within 30 days of submission of proper Bills, Challans etc. by A/c Payee Cheque. **No Cash payment will be made under any circumstances**. All payment are subject to statutory deductions as and when applicable.
10. **Earnest Money Deposit:**
  - a) **Earnest money Rs.30,000/- (2% of total tender value)** in the form of Demand Draft/Pay Order drawn in favour of the **“Registrar, Indian Institute of Engineering Science and Technology, Shibpur”** and payable at **Howrah** shall have to be paid together with the Price Quotation.
  - b) Tenders have to be kept valid for acceptance for a period of at least 90 days after opening the tender without any modifications in its terms and conditions. Failure to comply with the same, the authority may forfeit the earnest Money Deposit.
  - c) Earnest Money Deposit of the successful tenderers will be converted to Security Deposit.
  - d) Earnest Money Deposit/Security Deposit will be refunded after successful completion of supply or after expiry

of Guarantee/Warranty period. **No interest is payable on Earnest Money Deposit/Security.**

- e) Tenderers shall submit self-addressed envelope affixing postal stamp of Rs.40/- for release of Earnest Money Deposit.

**11. Documents to be submitted with the tender:**

- a) Tender Documents/Terms & Conditions in Original duly signed by the Proprietor/Director of the company as a token of acceptance of Terms & Conditions of Tender.
- b) Copies of latest Income Tax, PAN, Sales Tax/VAT No, Professional Tax Clearance Certificates and a copy of Valid Trade License.
- c) Demand Draft/Pay Order for Earnest Money Deposit.
- d) Price Quotation, necessary certificates in a sealed envelope for Electrical Engineering Department in separate pages according to specifications.
- e) Credential of the bidder as per the govt. norms

**12. Technical Terms & Conditions (in addition to and over above):**

- a) All the equipment shall carry a warranty for a period of 3 years from installation whichever is later against any manufacturing defect, etc.
- b) Valid agency certificates from Principal manufacturers/OEM have to be submitted.
- c) Supply of the items shall include installation, commissioning, and demonstration.
- d) All equipment/computers should have 97% up time/availability
- e) Valid ISO certification of OEM and/or its authorise dealer are required

**f) Over all cost inclusive cost of installation, cost of networking, govt. taxes etc. will be considered for selecting the vendor (turnkey) and partial quotation will be treated as an invalid quotation for this tender.**

13. Indian Institute of Engineering Science and Technology, Shibpur, reserves the right to accept/reject all or any of the tenders without assigning any reasons whatsoever.

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

*Signature of Tenders/Suppliers  
with date & Seal.*