



**Department of Civil Engineering**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
 (Formerly Bengal Engineering and Science University, Shibpur)  
 P.O. – Botanic Garden, Howrah – 711 103.

Project Code: DRC/L&T-CON/CE/AG/060/14-15

**Ref.: Advt. No. CE 1189, published in “The Statesman” and “Ei-Samay”, dated 28.03.2016**

**INVITATION FOR QUOTATIONS FOR**  
**Supply and installation of various laboratory items**

Ref:

Dated:

To: .....

.....

.....

Dear Sir,

Sub: Supply and installation of various items at Civil Engineering Department, IEST, Shibpur

1. You are invited to submit your most competitive quotation for supply and installation of the following items at Civil Engineering Department of this Institute.

Item No.	Brief Description of Items	Earnest Money (Rs.)	Delivery Period	Brief Specifications	Place of Delivery	Installation requirement, if any
	Mentioned in the annexure	Mentioned in the annexure	Max. 4 weeks	Technical Specifications & other terms are given in Annexure	Civil Engineering Department, IEST, Shibpur	Installation & performance demonstration are required

**2. Important Dates and Times**

- 2.1 Last Date and Time for submission of bids: 2-30 p.m. on 8th April, 2016, at the office of the Civil Engineering Department, IEST, Shibpur.
- 2.2 Date & Time of Bid opening: 4:00 p.m. on 8th April, 2016.

**3. Bid Price**

- a) The price shall be quoted **item-wise severally** for the items as described in the Annexure, and for the full quantity of each item.
- b) Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
- c) Applicable Sales Tax/ CST/VAT must be clearly stated. **All duties, taxes, freight, insurance, delivery charges and other levies** payable by the contractor under the contract **shall be included in the quoted price.**
- d) The quoted price shall include additional charges, if any, for all comprehensive warranty extended up to the period mentioned in clause 5 below.

- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) The Prices should be quoted **in Indian Rupees** only.
- g) Discount offered, if any, and conditions thereof must be clearly stated in the bid itself.

#### 4. **Warranty**

- 4.1 Warranty/guarantee for all the items shall be as per those mentioned in the specification of items.
- 4.2 Repairs/ replacements/ maintenance services shall normally be carried out at site, within a reasonable time, on requisition/intimation from the purchaser. In case the equipment needs to be transported to workshops, all arrangements must be made and all expenses must be borne by the supplier.

#### 5. **Submission of Bids**

- 5.1 A bidder shall submit quotations including a Technical Bid and a Commercial Bid. The technical bid will consist of all technical details and specification of items quoted; whereas the financial bid will indicate item-wise price for the items mentioned in the technical bid along with commercial terms and conditions. Evaluation of the bids will be based on technical specifications and prices of items.
- 5.2 **The bidder must mention the make, model and full detail specifications of the items quoted.** Mere copying of the specifications mentioned by the purchaser or mentioning words like "complying"/"compliant" is not sufficient and will lead to cancellation of the bid.
- 5.3 Each bidder shall submit, along with the bid, **an earnest money deposit** in the form of **Demand Draft/ Banker's Cheque/ Pay Order** payable in Kolkata and drawn in favour of "Dean, Research and Development, IEST, Shibpur" of appropriate amount and valid up to a period of 45 days beyond the bid validity period.
- 5.4 Envelope containing bids must bear, on the cover itself, name and full address of the bidder. Advertisement number and date & time of bid opening shall also be super-scribed on the cover.
- 5.6 **For bids submitted by post or courier, it is bidder's responsibility that bids reach the purchaser's office before the scheduled time of closure of submission of bids.**

#### 6. **Earnest Money / Bid Security and Performance Security**

- 6.1 The amounts of Earnest Money, to be deposited along with bid is Rs. 5000/-. **Submission of earnest money is mandatory, without which the bid will not be considered.**

#### 6. **Validity Period of Quotation**

Quotation shall remain **valid for a period not less than 90 days** after the deadline date specified for submission.

#### 7. **Evaluation of Quotations**

- 7.1 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which
  - (a) **are properly signed;**
  - (b) **conform to the terms and conditions, and technical specifications; and**
  - (c) **are submitted with requisite earnest money deposit.**
- 7.2 Evaluation of bids shall be made **item wise severally**. For this purpose, all sub-items and accessories, if any, of an item will be taken together and considered as one item.

#### 8. **Award of contract**

- 8.1 In the assessment/judgment and sole discretion of the Institute, the Purchaser will award the contract to the bidder,

- (i) whose quotation has been determined to be technically and commercially acceptable, and
- (ii) who has the technical and financial capability to execute the contracts

8.2 **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract.**

8.3 The bidder must have all the necessary license/certificates/tax clearance certificates from concerned authorities for carrying normal manufacturing or trading business/ execution of similar projects and shall be liable to furnish them on demand by the Institute or by the authorities concerned. **These certificates need not be attached with bids but shall be produced on demand.**

8.4 Prior to expiration of the quotation-validity-period, the award of contract/contracts by the Purchaser will be notified to the bidder/bidders, whose offer/ offers has/have been accepted. The terms of the accepted offer/offers shall be incorporated in the purchase order.

#### 9. **Delivery**

9.1 All equipment/goods to be supplied and/or installed under this contract must be delivered to and installed at the Institute on working days (except Saturday, Sunday and holiday) between 10-30 a.m. and 4 p.m.

10. You are requested to submit your offer in sealed **cover latest by 2-30 p.m.** on 4th April, 2016 at the office of the Office of Civil Engineering Department.

We look forward to receiving your quotations and thank you for your interest in this project.

- Encl.: 1) Format of Quotation  
2) Annexure I (Detail Specifications)

**Dean (R & D)**

**(A. Code DRC-T118/15-16)**

**FORMAT OF QUOTATION**

*Description of Goods/Work: Supply and installation of various items at Civil Engineering Department, IEST, Shibpur*

(Ref: Tender No. \_\_\_\_\_ Dated: \_\_\_\_\_ )

Sl. No.	Item No.	Description of the Equipment	Specifications of the equipment @	Quantity	Price for each unit (Rs.)					Total Price (Rs.)	
					Unit rate excluding excise, customs duty & sales tax (a)	Excise Duty / Customs Duty (b)	Sales Tax (c)	Transport, insurance, and other costs (d)	Quoted Unit rate [a+b+c+d] (6)	(in figures) (7)	(in words) (8)
(1)	(2)	(3)	(4)	(5)	(a)	(b)	(c)	(d)	(6)	(7)	(8)

*[@ N.B.: Specifications of the items offered and NOT mere copy of specification stated by purchaser]*

Total bid price (in figures)      Rs. (in figures)      \_\_\_\_\_

   Rupees (in words)      \_\_\_\_\_

*Note: In case of discrepancy between unit price and total price, the unit price shall prevail.*

We agree to supply, install and demonstrate the performance of the above items of equipment in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations. We also confirm that the on-site all comprehensive warranty/ guarantee period applicable shall be \_\_\_\_ years for all items of equipment.

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**List of Items and Detail Specifications**

(Ref: Tender No. \_\_\_\_\_ Dated: \_\_\_\_\_ )

**Specification of Items****Item: Hot Air Oven**

*Specification:* Automatic Preset Controller cum Indicator, Max. Temp 250 °C, uniform blower, inside chamber made of Stainless Steel, No. of Tray 4 nos, chambers size 24" x 24" x 36", warranty 1 year (min.)

**Item: Handheld GPS**

*Specification:* i) Garmin GPS Oregon 600, ii) Garmin eTrex 30X, iii) Garmin 65 LM with free lifetime maps

**Item: Digital Image Recorder**

*Specification:* i) Digital, single-lens reflex, CMOS sensor, sensor size, Approx. 36 x 24 mm, EF lens mount, Approx. 22 megapixels, JPEG, 14-bit RAW, RAW+JPEG, view finder: eye-level pentaprism view finder with 100 % V/H approx. coverage, approx. 0.7x magnification, Built-in dioptic adjustment, fixed focusing screen, grid display, electronic level, quick return type mirror, DOF provided, AF: min 60 points (min 40 cross type), metering: Approx. 63-zone full aperture TTL metering, ISO 100-12800, auto and manual adjusted, HDR, multiple exposure, electronically controlled focal plane shutter, max shutter speed 1/8000s, live view, video/audio, approx. 1.04 million dots TFT monitor, CF, SD/SDHC/SDXC card support, other regular features and accessories, warranty two years minimum (Canon 5D MK III/Higher). ii) Lens: EF 24 – 105 F4/L IS USM, warranty two years minimum.

**Item: Notebook**

*Specification:* Intel Bay Trail-T Quad Core 1.83 GHz/Higher Processor, 2 GB RAM, 32GB eMMC/Higher storage, integrated Intel HD graphics, 11.6" 16:9 HD (1366x768) screen, 802.11 /a/g/n, Bluetooth, Web Camera, audio, two USB2.0/higher, micro HDMI, micro SD card slot, battery, power adapter, weight 1 kg/less, Windows 8.1, warranty: 1 year minimum (ASUS EeeBook X205TA/Higher)

**Item: Book Shelf**

*Specification:* Steel book shelf, 5.5' x 3' x 1.5', two rolling framed glass doors with locks, 4 shelves, powder coated white color, good quality steel body and shelves, warranty one year minimum. (Design and quality of the book shelf should be as per the sample available at the office and the vendor must check that before quoting, otherwise the quotation will not be valid).

**Item: Desktop**

*Specification:* Motherboard: Gigabyte 78 LMT-USB3, CPU AMD FX 6300 3.5 GHz 14 MB Cache, RAM: Corsair Vengeance 8 GB DDR3, DVD Writer: Asus DVD RW, HDD: Seagate 1 TB SATA 7200 rpm 6gb/s, KBD/Mouse: Logitech MK 270R, Monitor: Samsung S22E310Y 22-inch LED, Cabinet: iBall Full ATx with SMPS, OS: Windows 8.1 Pro, Warranty: One year onsite (min.).

**Item: Table**

*Specification:* Size 4'(L)x2.5'(W)x27"(H) with powder coated 2"x1" 16gauge steel frame and foot rest, very good quality 1" laminated finished ply top, no rack/box, warranty one year minimum.