

Tender Notice for memento and stationeries (IC-FNM 2016)

Institute Website

**CENTRE OF EXCELLENCE, MICROSTRUCTURALLY DESIGNED
ADVANCED MATERIALS, COE TEQIP II**

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

Tender Advt.No IC-FNM -03/16

Dated: 15.09.2016

Sealed tenders are invited by the Centre of Excellence (COE TEQIP II), Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of materials/services related to organizing the workshop on “**International Conference on Functional Nano-Materials (IC-FNM 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 **Coordinator, Centre of Excellence (COE TEQIP II), Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103** within **seven days** of publication of this advertisement.

Enclosed: **Section-I: General conditions and Important Instructions for Bidders.**

Section-II: Specification of the Items.

Prof. Amitava Basu Mallick
Coordinator, COE TEQIP II

Dr. Mallar Ray
Convenor, IC-FNM 2016

1. 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 alongwith technical/price bids in sealed envelopes to the **Coordinator, Centre of Excellence (COE TEQIP II), Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103.**
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 **seven days from publication of advertisement up to 3.00 pm**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Office of the COE TEQIP II, IEST, Shibpur, on the same day at 3.30 pm. In case the University remains closed on the said date, tenders will be opened on next working day at 3.00 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 University will not issue any C or D form availing for concessional Sales Tax/ VAT. The University will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
7. The equipments are to be supplied at the COE TEQIP II, 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 6 to 10 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.
 - OEM certificate/Authorization letter from manufacturer in the name of the Coordinator, COE, TEQIP II, IEST, Shibpur against this tender enquiry only/ UCAS/CE/ISO or other international certification, if applicable.
 - 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. Calibration/ Test Certificate must accompany along with the equipment. Supply of equipment shall include installation, erection, commissioning 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:

01) **Memento:**

- We require an artifact that symbolizes something special about Kolkata, like Howrah Bridge / Vidyagar Setu / Rikshaw / Victoria memorial or something similar.
- This artifact should be an artistic replica of any of the above structures.
- We will entertain products that are aesthetically appealing.
- The memento should be preferably made of some metal.
- The mementos should be mounted on a wooden or metal or polymer base with a glass or pyrex cover. There should be sufficient provision to emboss or engrave the names of the speakers and IC-FNM 2016.
- The bidders are requested to show samples to the organizers before quoting and attach a photograph with the tender.
- Quantity: 36 nos

02) **Writing Pad:**

- Quantity: 200 Copies
- Paper: 90 GSM or better
- Cover Pages: 300 GSM board with colour printing of conference logo, name, etc.
- Size: 9.5" x 6.75"
- Approximately 50 Pages

03) **Pens:**

- Branded Gel or Roller pen with blue / black ink
- Stainless Steel Tip preferable
- 0.5 mm and 0.7 mm tungsten carbide ball preferable
- Water resistant ink
- Quantity: 200

04) **Badge Printing:**

Badges should adhere firmly and be removed easily (Good quality). Label Size and Label Color(s) depends on sample.

05) **Certificate printing:**

Certificate printing on A4 size with Good quality paper.