

ADVT. for Tender Notice

Institute Website

Department of Civil Engineering

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

Tender Advt. No ATWWT-01/16 Dated: 28/04/2016

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for the supply of materials/services related to organizing the TEQIP II sponsored short term course on "Advanced Technologies for Water and Wastewater Treatment".

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 **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology, Shibpur; Howrah-711103** or dropped into the Tender Box kept in the Department **within May 09, 2016 (4:00 pm)**.

The intended vendors are requested to display samples of above items on May 09, 2016 at 4:15 p.m. at the Seminar Hall, Civil Engineering Department.

For further clarification, please contact Dr. Asok Adak (8017888951).

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

Section-II: Specification of the Items.

*Prof. Sudip Kumay Roy
Professor and Head,
Department of Civil Engineering
IEST Shibpur*

Name of Product: -

(Number of product may vary at actual time). Time of Requirement: - on or before 20/05/2016 at 12 noon. Flower Bouquet to be supplied on 23/05/2016 at 8 am.

Actual samples may be shown/ provided as photographs.

- 1) Pen – 90 nos.
- 2) Writing Pad – 90nos
- 3) Bag – 90 nos.
- 4) Memento -16 nos
- 5) Certificates printing – 60 nos
- 6) Printing of Course Materials – 90 Nos

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 **Head, Department of Civil Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103**, or directly to **Drop** in the **Tender Box** kept in the Department.
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 **May 9, 2016 (4:00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Office of the Head of the Civil Engineering Department, on the same day at 4:15 pm. In case the Institute remains closed on the said date, tenders will be opened on next working day at 4:00 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 Institute will not issue any C or D form availing for concessional Sales Tax/ VAT. The Institute will issue Customs Duty Exemption Certificate or Excise Duty Exemption Certificate for foreign purchase, if required.
7. The equipments/goods are to be supplied at the Department of Civil Engineering, 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 two 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.
- 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.

I/We accept the above terms and conditions.

Signature of vendors with date & Seal

Section-II: Specification of the Items

Name of items/works	Description
1. Pen	Waterproof Gel Pen Super Smooth Needle Point Tip
2. Writing Pad	7 in x 10 in; about 30 pages; spiral binding; name of the course to be printed
3. Bag	Suitable for laptop (about 17 inch), name of the course to be printed
4. Memento	The design is to collected from Dr. Asok Adak (8017888951)
5. Certificate printing	On A4 size 145 gsm paper; Coloured
6. Printing of Course Materials	A4, normal 100 gsm paper, Cover hard glossy paper including Hard binding. Approx 100 pages containing ~15 colour pages