



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,  
HOWRAH – 711103 : : WEST BENGAL**

**TENDER NOTICE**

**Advt. No. : FE/D(AA)/17/13**

**Dated: 02.02.2017**

Sealed tenders are invited for supply of **1. 970 nos. of Cover file (Special quality A4 file), 2. 45 nos. of Cover file (Executive quality file) - for 3<sup>rd</sup> Convocation of IEST, Shibpur, 2017 to be held on 04<sup>th</sup> March , 2017** from the bonafide **vendors/suppliers/dealers**. Last date of submission is **15<sup>th</sup> February, 2017**.

Registrar



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,  
HOWRAH – 711103 : : WEST BENGAL**

**FOR WEBSITE**

Notice Inviting Tender

Sealed tenders are invited from the bonafide **vendors/suppliers/dealers** for supply of **1.** 970 nos. of Cover file (Special quality A4 file), **2.** 45 nos. of Cover file (Executive quality file) to be awarded in the **3<sup>rd</sup> Convocation of IIEST, Shibpur, 2017 t be held on 4<sup>th</sup> March 2017.**

The Tender Forms with necessary specifications is available from the Office of the Registrar from **Advt. No. FE/D(AA)/17/13 dated 02.02.2017**, on all working days between 11.00 a.m. to 5.00 p.m. The last date of submission of completed tender with earnest money to the said office is 3.00 p.m. on **15.02.2017**.

Cost of tender document is Rs.500/- to be paid by Banker's Cheque/DD drawn in favour of Registrar, IIEST, Shibpur. The Institute reserves the right of selection. For details visit our website [www.iiests.ac.in](http://www.iiests.ac.in).



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**TENDER FORM**

ADVT. No. : FE/D(AA)/17/13

Dated: 02.02.2017

Name of Tender: **Cover File (Special quality A4)- for distribution of certificate to the students, Cover File (Executive quality).**

1. Name of the Firm :  
( in block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership /Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
7. Trade Licence No. :
8. Sales Tax No. :
9. Demand Draft of Rs. 500/- Number:\_\_\_\_\_ Dt. \_\_\_\_\_  
Bank : \_\_\_\_\_ Branch : \_\_\_\_\_
10. Demand Draft of Rs. 5000/- for EMD : Number: \_\_\_\_\_ Dt. \_\_\_\_\_  
Bank : \_\_\_\_\_ Branch : \_\_\_\_\_
11. Quoted rate : ( should be rate per unit)  
(use separate sheet, if required)



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,  
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**Terms & Conditions :-** ( For items **1.** 970 nos. of Cover file (Special quality A4 file), **2.** 45 nos. of Cover file (Executive quality file).

1. Quotations are to be submitted as per above mentioned format.
2. All rates quoted should be inclusive of all taxes, levies & duties. The rates should be quoted both in figures and words. Request for inclusion of any tax/levy at later stage will not be entertained.
3. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should specifically indicated.
4. The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the institute shall be final in case of any dispute.
5. The items should be supplied within 7 days of issuing of final order.
6. Any complain regarding supplied items shall be addressed within 7 days of the order date. A DD of Rs. 5000/- as EMD in favour of “ Registrar, IEST Shibpur” payable at Kolkata has to be submitted by the vendor/ suppliers, without which quotation will be summarily cancelled. The EMD of the unsuccessful vendors will be refunded. The EMD of the successful vendor will be converted as security deposit and will be refunded after successful completion of the work.
7. A DD of Rs. 500/- in favour of “ Registrar, IEST Shibpur” payable at Kolkata has to be submitted along with the tender.
8. Materials and accessories supplied/used should be as per specification and of Approved quality(B.I.S.) or by the authorized Officer of IEST, Shibpur.
9. The materials are to be supplied/ delivered at the Institute Campus. The Institute closed at 6.30 p.m. after which no delivery can be accepted.
10. The work should be completed within stipulated period as indicated in the Work- order. A liquidated damage @ 1.2% per week or part thereof will be imposed, subject to maximum of 5% of the value of work-order.
11. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
12. The Order No. is to be noted on both challan & bill.
13. All bills are to be accompanied by order copies and challans as received.
14. 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.
15. Last date of Submission 15<sup>th</sup> February, 2017.

Registrar

I/ We accept the above terms and conditions and I do hereby undertake that I shall abide by all the rules and regulations of the Institute and also understand that in case of any dispute, the decision of the Institute shall be final.

Date:

Signayure of Partner/Proprietor with seal

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Note: Must enclose attested copy of Trade licence/ sales tax/ pan card/ p tax certificate and other documents etc. with the application.