



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

Notice Inviting Tender

**Advt.No.FE/D(AA)/17/14**

**Date:06.02.2017**

Sealed tenders are invited from the reputed jewelers experienced in manufacturing of medals and mementos required for **3<sup>rd</sup> Convocation of IEST, Shibpur, 2017** to be held on **04<sup>th</sup> March, 2017**. For details visit our website [www.iests.ac.in](http://www.iests.ac.in). Last date of submission is **16<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 reputed Jewelers experienced in manufacturing of medals at institute of higher learning for supply/manufacturing of medals and mementos to be awarded in the **3<sup>rd</sup> Convocation of IIEST, Shibpur, 2017.**

The Tender Forms with necessary specifications is available from the Office of the Registrar from \_\_\_\_\_ 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 16<sup>th</sup> February , 2017.

Cost of tender document is Rs.1,000/- 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.iests.ac.in](http://www.iests.ac.in).



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**Specification and other details for Medals and Mementos:**

**FORM OF APPLICATION FOR MANUFACTURING OF MEDALS, MEMENTO, CASKETTE ETC. FOR INDIAN  
INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR, HOWRAH**

*[Particulars are to be submitted in letter head of the firm]*

- 1 Name of Firm:
- 2 Address (with Phone & Fax Number):
- 3 Whether Proprietorship/Partnership/Company:
- 4 Name of the Proprietor/Partners/Directors:
- 5 Trade License No. (copy enclosed):
- 6 PAN (copy enclosed):
- 7 Sales Tax/VAT Registration No. (copy enclosed):
- 8 Experience in the relevant job/area (Copies of the Orders must be enclosed):

**Medal Requirement:**

Sl. No.	Items	Specification for each item	Estimated Numbers	Rate per Item inclusive of all taxes, boxes etc. (in Rs.)
1	Silver Medals (Diameter: 5cm. approx)	40gm. Pure Silver to be affixed in box as per sample	35 nos.	
2	Gold Centered Silver Medals (Diameter: 5cm. approx)	40gm. Pure Silver, 1gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample	03 nos.	
3	Gold Plating Silver Medal (Diameter: 5cm. approx)	40gm. Gold Plating Silver Medals with 1gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample.	01 no.	
4	Gold Plating Silver Medal (Diameter: 5cm. approx)	40gm. Gold Plating Silver Medals with 2 gm. 9ct. H/M gold plate in the middle to be affixed in box as per sample.	04 no.	
5	Silver Memento	85gm. Pure Silver, Affix in Fancy Acrylic Box	10 nos.	
6	Brass Caskette with Silver Polish affixing Name Plate	Weight 450gm., Length 12"/2", inner portion 8", front and end portion 4", affix on wooden stand and Acrylic Box.	03 nos.	
7	Engraving of name of the student and other details as per our requirement.	Rate/letter should be quoted.		
Other details: a) One side Institute Logo. b) The other side with engraving of name of the student and other details as per our requirement. c) Rate per item to be quoted considering the cost of acrylic/other boxes.				



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### Terms and conditions:

1. Tender application money is Rs.1,000/- and Earnest money of Rs.10,000/- by Bankers Cheque/ DD drawn in favour of 'Registrar, IIEST, Shibpur' should be submitted.
2. Payment terms - within 30 days after submission of bills/completion of jobs. No advance payment will be made; if advance is required Bank Guarantee is to be furnished.
3. Time of Delivery - within 1st March, 2017.
4. Numbers of medals/mementos etc. may vary as per the requirement of the Institute.
5. Rates of silver and gold per gram should be mentioned.
6. All information should be filled up properly and enclosures must be furnished. For incomplete applications and non-submission of supporting documents e.g., copy of trade license, VAT registration, PAN etc., the application will be rejected.
7. At the time of selection, preference will be given to those who have relevant experiences for manufacturing of medals in Institute of higher learning like University, NIT, IIT, IISER etc.
8. No extra amount will be given for acrylic or other boxes. Rate per item to be quoted considering the cost of acrylic/other boxes etc.
9. Decision of the authority is final and binding.