

No: 13/REG/16-17

Date: 24.02.2017

Advt.No.Web/REG/IEST/16-17/112

Notice

Quotation are invited from bonafide Contractor's for Flower Decoration & Misc. Items for the purpose of the 3rd Annual Convocation of IEST, Shibpur, to be held on 4th March, 2017. The quotation should be dropped in the drop box at the Office of the Registrar (5th Floor), IEST, Shibpur between 11.00 am to 1.30 p.m. & 2p.m. to 5.30 p.m. (Week Day) latest by 28th February, 2017.

1. Important Information:	
Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
Name of Work:	Flower Decoration & Misc. Items for the purpose of the 3 rd Annual Convocation of IEST, Shibpur, to be held on 4 th March, 2017.
Completion of the work:	The work is required to be completed by 09 A.M, 3 rd March 2017 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.
To qualify for award of the work, each bidder in its name should have	Satisfactorily completed at least one similar work of value not less than Rs. 50, 000/- (Rs. Fifty Thousand) during the last three years.
Date of N. I. T	Date: 24.02.2017
Last Date of Submission of Bid:	Date: 28.02.2017, Time 5.30 Hours
Bids shall be submitted to:	Office of the Registrar, IEST, Shibpur
Date of Opening of Bid	Date: 01.03.2017, Time 12.30 Hours
Clarification needed on Bidding Documents may be inquired to	The Dean, Infrastructure Planning and Management, IEST, Shibpur. Mobile no: 94338 17067
Officer Inviting Bid:	Registrar, IEST, Shibpur

2. Technical bid shall consist of the following Information and supporting documents towards:
Name of the firm
Address of the Registered Office
Contact Phone No
Contact E-mail address:
Constitution or legal status of Bidder
Place of registration:
Principal place of business:
Power of attorney of signatory
PAN
Valid Trade License
VAT
Satisfactory completion of similar work/s necessary to qualify for award of the work as stated above
Earnest Money Deposit

3. Flower Decoration & Misc. Items for 3rd Annual Convocation							
1	Flower Decoration at the Main Stage:	Nos.	Lump Sump	1	1	1	
2	Flower Decoration with Iron Structure at Entrance	Nos.	Lump Sump	2	2	1	
3	Single Rose	Nos.	Lump Sump	700	700	1	
4	Flat Flower Basket / Bouquet	Nos.	Lump Sump	55	55	1	
5	Flower Garlands for Idol with Washing of the Idols	Nos.	Lump Sump	8	8	1	

6	Flower Plants	Nos.	Lump Sump	100	100	1			
7	Photographer with Soft Copy of all Photographs	Nos.	Lump Sump	2	2	1			
8	Videographer with Full HD Camera and 1 hour of Edited Copy and Entire Unedited Footage	Nos.	Lump Sump	1	1	1			
9	Photo Album with Minimum of 100 photographs	Nos.	Lump Sump	1	1	NA			
10	Transportation	Nos.	Lump Sump	NA	1	NA			
Sub Total (Rs.)									
Add: Govt. Tax (if Applicable and only for Proper Registration Number Holder)									
Grand Total (Rs.)									

4. Terms and conditions:

- i. 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.
- ii. Transportation, Packing, Forwarding and Insurance Charges if any to be charged should be specifically indicated.
- iii. 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.
- iv. **The work is required to be completed by 09 A.M, 3rd March 2017 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.**
- v. Materials & accessories used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of I.I.E.S.T' Shibpur.
- vi. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
- vii. The Order no. is to be noted on both challan & Bill.
- viii. All bills are to be accompanied by order copies and challans as received.
- ix. Payment will be made within 60 days of Submission of proper bills; challans etc. by A/c payee cheque, no Cash payment will be made under any circumstances.

Registrar

Copy to:

1. Institute Website.
2. All Notice Boards