

No: 14/DY. REG/18 -19

Date: 13th December, 2018

Notice Inviting Tender

Sealed Quotation are invited from bonafide Contractor's for Venue Branding for the purpose of the 5th Annual Convocation of IEST, Shibpur, to be held on 23.12.2018.

1. Important Information:	
Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
Name of Work:	Venue Branding for the purpose of the 5 th Annual Convocation of IEST, Shibpur, to be held on 23 rd March, 2017.
Completion of the work:	The work is required to be completed by 9 A.M, 21.12.2018 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.
Earnest Money Deposit	Rs. 2,000/- (Rs. Two thousand) in favor of "Registrar, IEST, Shibpur" payable at Kolkata
Date of N. I. T	Date: 13.12.2018
Last Date of Submission of Bid:	Date: 18.12.2018, Time 2 p.m.
Bids shall be submitted to:	Office of the Registrar, IEST, Shibpur
Date of Opening of Bid	Date: 18.12.2018 Time 4 p.m.
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
GST
Satisfactory completion of similar work/s necessary to qualify for award of the work as stated above
Earnest Money Deposit

Venue Branding & Misc. Items for 5th Annual Convocation of IEST, Shibpur

Sl. No	Elements	Unit of Measurement	Size (Approx.) per Unit (w x h)	Size per Qty as per UOM	Total Qty	Total Size / Qty as per UOM	Rate per Unit (INR)	Gross Amount (INR)
1	Backdrop: Mounting & Fitting Charges of Temporary Backdrop Made with Battam / Wooden Structure and Standard Quality Flex	Sq. ft.	48ft x 12ft	576	1	576		

2	Branding: Mounting & Fitting Charges of Branding Made with Battam / Wooden Structure and Standard Quality Flex	Sq. ft.	20ft x 10ft	200	1	200		
3	3D Box Pillar (4side): Battam (High Quality) Structure, Flex Printing & Mounting and 1.5ft Dia Sunboard (3mm or Higher) with Vinyl Printing and Pasting (Both Side)	Sq. ft.	Body: 3ft x 10ft x 4side Sunboard Dia: 1.5ft Dia x 2side	120	2	240		
4	Iron Box 3D Gate (4 side): Iron Structure (16 Gage & Higher), Flex Printing & Mounting Using Bond Adhesive Only	Sq. ft.	Top (Front & Back): 4ft x 3ft x 2side Top (Depth): 2ft x 3ft x 2side Leg (Front & Back): 3ft x 10ft x 2side Leg (Depth): 2ft x 10ft x 2side	136	2	272		
5	Arch Gate: : Battam (High Quality) Structure, Flex Printing & Mounting	Sq. ft.	Leg: 2.5ft x 12ft x 2side x 2nos. Header: 18ft x 3ft x 1no.	174	2	348		
6	Standee (Both Side): Battam (High Quality) Structure, Flex Printing & Mounting	Sq. ft.	8ft x 3ft x 2side	48	4	192		
7	Iron Pillar (4side): Iron Structure (16 Gage & Higher), Flex Printing & Mounting Using Bond Adhesive Only	Sq. ft.	Top: 2ft x 6ft x 4side Base: 3ft x 1.5ft x 4side Base Structure: 3ft x 3ft 2ft x 2ft	50	10	500		
8	Banner: Only Flex Printing	Sq. ft.	8ft x 6ft	48	1	48		
9	Banner: Only Flex Printing	Sq. ft.	8ft x 4ft	32	8	256		
10	Transportation	LS	Lump Sump	LS	LS	1		

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 18th December , 2018 2 p.m. Tender will be opened on same day at 4 p.m.

Please note that selection of Contractor will be made on the Gross value of all items.

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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, 21.12.2018 and in close co-ordination with the electrical contractor and other institute personnel enabling them to complete their scheduled works and activities.**
- v. The EMD of the successful vendor will be converted as performance security and to be refunded after satisfactory completion of the work.
- vi. 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.
- vii. Bills in Triplicate should be presented for payment within 15days of supply/completion of work.
- viii. The Order no. is to be noted on both challan & Bill.
- ix. All bills are to be accompanied by order copies and challans as received.
- x. 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.

(S. N. DATTA)
DY. REGISTRAR

Copy to:

- 1. Institute Website.
- 2. All Notice Boards