

Advt. for Tender Notice

Institute Website

Department of Civil Engineering

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

Tender Advt. No. **CE/ATIPC-2018/DINNER/01**

Dated: 05/12/2018

Sealed tenders are invited by the Civil Engineering Department, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103 for supplying and serving of Food (BUFFET DINNER) including site decoration, sitting arrangement etc. for the International Conference on "Advanced Technologies for Industrial Pollution Control" to be held from 17 to 19 December, 2018.

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 12 December, 2018 (4:00 pm)**.

The intended vendors are requested to submit technical and financial bid in sealed envelopes within stipulated time.

For further clarification, please contact Dr. Chanchal Majumder (9007761448).

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

Section-II: Specification of the Items.

Prof. Anirban Gupta
Professor and Head,
Department of Civil Engineering
IEST Shibpur

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. The rate should be quoted in rupees per head for satisfactory quantity of individuals.
5. Last date of receipt of tender is December 12, **2018 (4:00 pm)**. Tenders received late will not be accepted under any circumstances. Tenders will be opened in the Seminar Hall 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 12:30 p.m.
6. The Price Bid should clearly mention the price including the following:
 - Delivery charges up to IEST, Shibpur, Howrah, including loading and unloading charges.
 - Necessary arrangements/logistics for serving lunch is to be made by the vendor at location suggested by the conference organizers, if and when required.
 - All taxes, duties, levies applicable.
7. The Food items are to be supplied and served at the Department of Civil Engineering, Indian Institute of Engineering Science and Technology or any other venue within I.I.E.S.T., Shibpur Campus between 7.0 p.m to 11.0 p.m on 18th Dec., 2018. The bidders will be responsible for cleaning of the site after dinner.
8. 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 Purchase Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.
9. 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.
10. All payments are subjected to statutory deductions as and when applicable.
11. Tender is to be kept valid for acceptance for 1 month with effect from the last date of issue of the tender without any modifications in its terms and conditions.
12. 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.
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I/We accept the above terms and conditions.

Signature of vendors with date & Seal

Section-II: Specification of the Items

Date	Name of Menu items	Description of Menu
18/12/2018	Dinner (Approx. 250 Plates)*	Rice, Fish-Finger, Salad, Soup, Mix Vegetable, Mutton Biryani, Chicken Rezala/Paneer Masla, Papad, Chatni, Ice cream, Nolen-gur-Rasogolla /Sandesh

* (Number may vary in actual case)