

Annexure A: 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 along with technical/price bids in sealed envelopes to the Head, Department of Mechanical Engineering, Indian Institute of Engineering Science and Technology (IEST), Shibpur; Howrah-711103
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. Last date of receipt of tender is November 22, 2017 upto 5:00 pm. Tenders received at late will not be accepted under any circumstances. Tenders will be opened in the Mechanical Engineering Department, on November 23, 2017 at 03:00 pm.
5. The Price Bid should clearly mention the price including the following:
 - Transport cost, Toll Tax, Parking
 - All taxes (especially GST), duties, levies applicable.
6. DGS&D rate contract price will be preferred wherever applicable. The Bidders must have a GST Number or be capable to acquire it within 15 days of execution of work. Unless and until they acquire GST number, no Bill in any form will be entertained.
7. Uninterrupted service should be maintained from 7am to 8pm. If the execution is not completed within the stipulated period as indicated, a Liquidated Damage @0.5% will be imposed on the value of work order subject to maximum of 5% of the value of work order.
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 3 months 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 (PAN number), Sales Tax, Professional Tax clearance certificates and copy of valid Trade License,
 - Bid according to specifications and signed.
 - Certificates and Literature in support of the item.

I/We accept the above terms and conditions.

Signature of vendors with date & Seal